

UNITED STATES OF AMERICA GENERAL SERVICES ADMINISTRATION

4-17-78 NUPUR OA National Perconnel-Records Center

(Civilian Personnel Records)

111 Winnehago Street St. Louis, Missouri 63118

STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

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Thomas Keenan (LA)

Dear Ton.

done as a member of the FY 1977 GS-13 Evaluation Board.

Your full-time service with the Board represents a major contribution to the Directorate's Program of person-promotion, career development, and other matters have been

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of more than ever our need for carefully and candidly written

Sincerely,

Deputy Director for Operations

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SUBJECT:	Recommondation for Promotion Thomas J. Reenan	to Grade GS-
1. WH be promoted	Division recommends that Nr. Thoma	s J. Keenan
2. Mr.	Keenan has been serving as	since
as a result o	He was selected for this imported the high level of performance to	a ten en en en el el el en
	evious field tour as Deputy Chief	of Station.
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3. It is	noteworthy that Mr. Keenan has be tation's norale at an acceptable 1	en able to

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6. This Division believes that the performance of Mr. Keenan in this initial period of his first experience as Chief of Station amply justifies the confidence and trust placed in him when he was chosen to occupy that

David A. Phillips Chief Western Hemisphore Division

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: Deputy Director for Operations,

SUBJECT

Appointment of Mr. Thomas J. Keenan: as Chief of Station,

1. The appointment of Mr. Thomas J. Keenen, GS-14 as Chief of Station a GS-14 position effective on or about 1 September 1973, is recommended. 63-14 position,

2. Mr. Keenan has been an employee of the Agency since May 1957, and is presently assigned as Deputy Chief of Station a 65-15 position He has also served overseas in Mexico City A biographic profile, including information regarding his Agency experience and training; and the two most recent fitness reports are attached. There is no foreign language requirement for assignment

David A. Western Hemisphere Divysion

Attachments Blographic Profile (Parts 1 & 2) Fitness Reports Photograph

SUBJECT : Ap	pointment of Mr. Chief of Station	homas 1 Koonsa
The recommendation in	paragraph 1 1s ()	APPROVED ()DISAPPROVED
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VA	\	APPROJEB ()DISAPPROVED:
Acting Director of Central In	telligence [3 Ay 1973

LIMITED OFFICIAL USE

Keenan, Komes J. THE WHITE HOUSE WASHINGTON

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

SUBJECT: COURTESIES EXTENDED BY GIA PERSONNEL DURING MY RECENT TRIP TO LATIN AMERICA

I want to thank you most sincerely for the courtesies extended by your Station Chicis and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

They were also forthright with respect to both their activities and their problems in dealing with the narcotics target.

It was quite apparent that you and Ted Shackley have succeeded in conveying to the field the message about what the Agency is supposed to be doing in the drug field.

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messes. Keenan,

Walter C. Minnick

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17 JUL 1967

MEMORANDIM FOR: Chief, Records and Control Division

: Executive Secretary, Honor and Merit Awards Board FROM

SUBJECT Chatody of Honor Award presented to Mr. Thomas J. Hoenan

Because of security restrictions, the Honor and Merit Awards Board is acting as custodian of the subject's Honor Award and related papers listed below: Cartificate of Herit

When security restrictions no longer prevail, the Awardee may obtain his award by calling the Executive Secretary.

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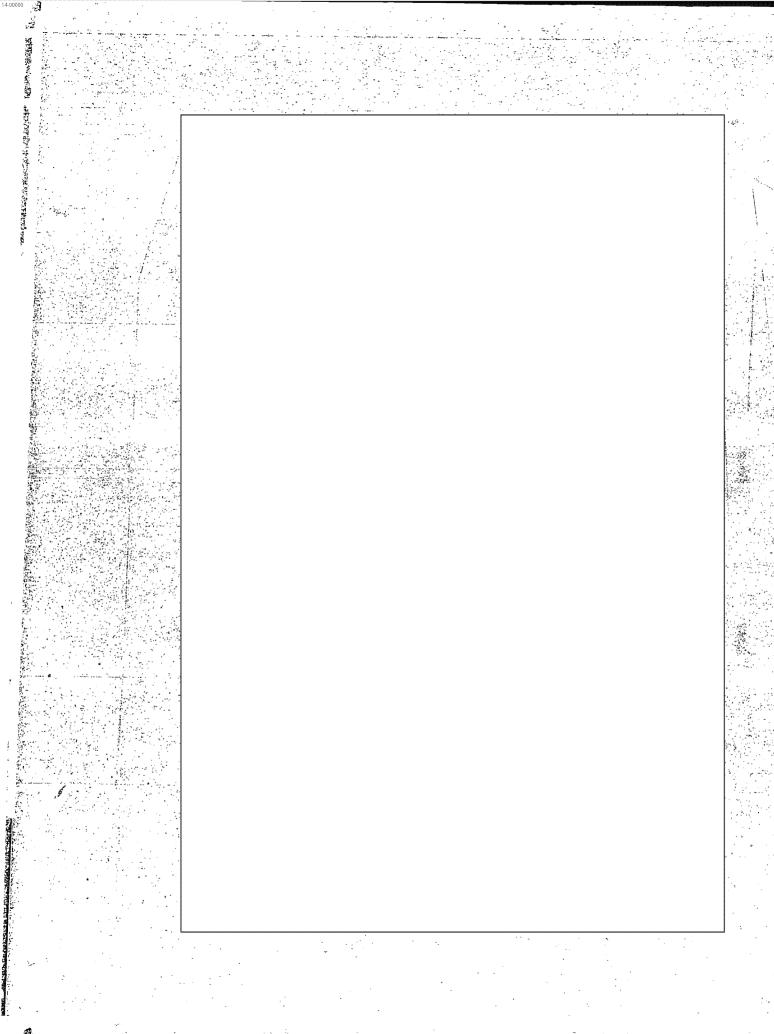
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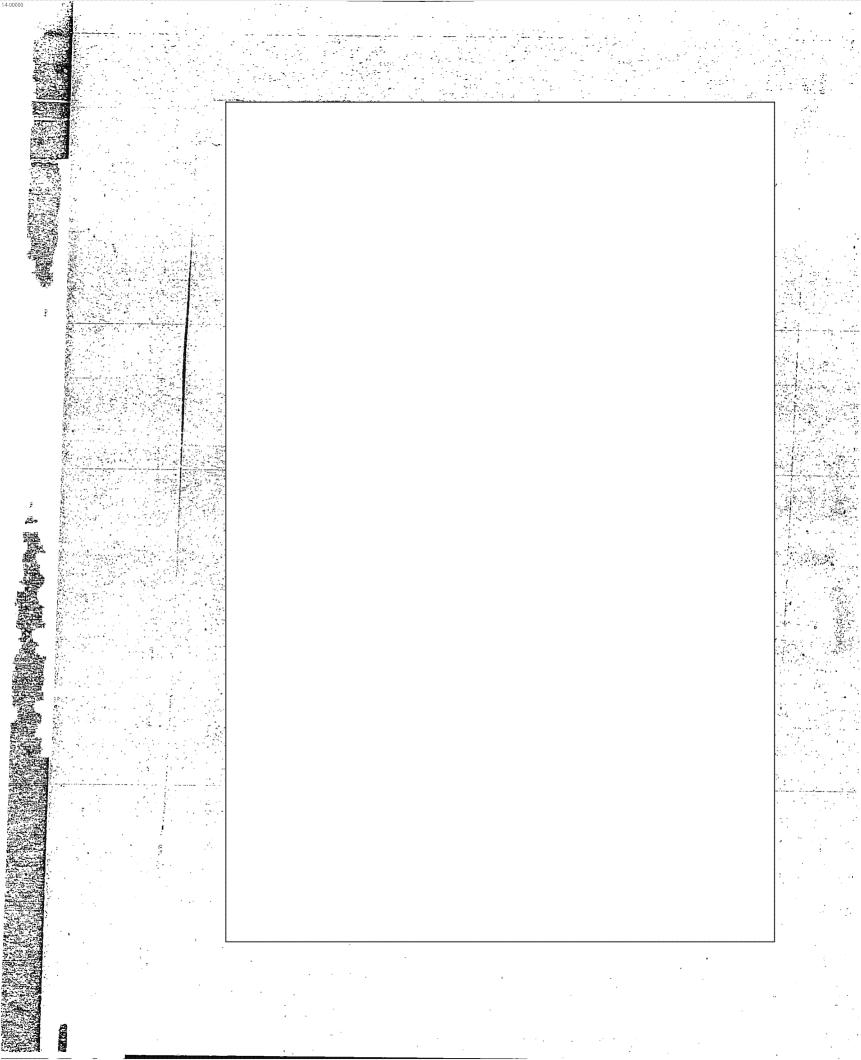
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1 March 1967

MEMORANDUM FOR: Secretary, CSGS Panel, Section &

SUBJECT

: Recommendation for Promotion: Thomas J. Keenan

In the promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two fours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was fandling an extremely heavy load of important and complex cases.

The experience he gained was broad in nature. Also involved was the supervision of up to people, including other officers and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

- 2. For the past two years Mr. Keenan has worked on the FI Staff of the WH Division providing supervision and guidance for FI/CI activities of the Division. He has been most effective in this role which requires dealing on a day-to-day basis with officers, many of whom are senior to him.
- 3. He participated as the Number 2 man on a Headquarters Task Force supporting the President's visit to Mexico last year. His work was highly effective. Nix. Keenan demonstrated a thorough knowledge of Headquarters' procedures and an ability to get things done. Mr. Keenan will shortly be assigned as

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Operations Officer to where there are targets of an increasingly serious nature requiring highly professional operational approaches.

S. Based on his experience and proven ability demonstrated by sound accomplishments as a case officer and as a Headquarters staff assissint, Mr. Keenan is regarded as having superior potential. It is recommended that he be promoted to GS=13.

William V R

Chief

Western Hemisphere Division

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SECRET REQUEST FOR PERSONNEL ACTION 24 August 1966 2 Mant (last-free- Middle) 026090 KELMAN, THOMAS J. 4 FFFECTIVE DATE REQUESTED S CATEGORY OF EMPLOYMEN DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM REQULAR * 10 * CECAL AUTHORITY (Completed by Office of U 10 O 7235-0620 PL 88-643 Sect. 203 IS LOCATION OF OPTICAL STA DDP/VII WASHINGTON, D. C. 4 CASSPICATION SCHOOLS (53. ED. Nr.) 14 OCCUPATIONAL SERIES I D GRADI AND STE WOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIDENCE IN ACCORDANCE WITH THE PROVISIONS OF HIS 20-58 SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION. BA SIGNATURE OF REQUESTING OFFICIAL DATE SIGNED 188' SIGNATURE OF CAREE SERVICE APPROVING OFFICER DATE SIGNED SPACE BLOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNE 22 STATION 34 SEX : CAMES CATEGORY NGT MATE PROPERTY SOCIAL SECURITY BO ्र १८०५ - १८०१ u. HARAL TU BATA 8- 83 PETVOLA SEVELT 1- 80 PELLA RESULTA 2- ELLA RESULTATA 1- ELLA RESULTATA 1- ELLA RESULTATA 45. POSITION CONTROL CERTIFICATION 6.661 See more staned by

SECRET

S-E-C-R-E-T CENTRAL INTELLIGENCE AGENCY WASHINGTON, D.C. 20505

Phomas Keenan

SUBJECT:

Host of you who went down to
departed with so much speed and so little ceremony that
there was no time to explain the importance and urgency
of your assignments. Now that you have served there
during the crisis, the importance of the task needs no
embellishment from us, but you should knew that the contribution of the augmented Station was decisive in shaping
the policies and actions
several major mistakes. For weeks
our Station reporting was literally the only source
of information that the United States had on the role of
Communism
and on conditions outside Host of you who went down to

the capital.

Many fine things were done in the Station and in the hinterland by all of you.

tolling over midnight reports,
-- all these things were commonplace. The dedication, discipling, and routine of our to
personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.

Lullandelle

Richard Helms: Deputy Director of Central Intelligence

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30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)

SUBJECT

Recommendation for Promotion to Grade GS-12

Mr. Thomas J. Keenan

It is recommended that Thomas J. Keenan be promoted 1. Eo GS-12.

2. Mr. Keenan is thirty-four years old and has been with the Agency since 1957. While in grade as GS-11 only for the past year or so, he has been performing at a level even higher than the proposed GS-12 for more than three years, supervising the activities of up to agents including a GS-13 contract agent.

3. The following quotation from the latest annual fit? ness report represents the best justification for this request:

"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance."

> R w Herbert Desmond FitzGerald Western Hemisphere Division

SECRET Keenan, Thomas John Daughter 65-067 There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on ___ Fraunture birth This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File. NOTICE OF OFFICIAL DISABILITY CLAIM FILE SECRET

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29 December 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT

Recommendation for Promotion to Grade CS-10

- 1. Thomas J. Keeman entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Ricaraguan and Costa Rican desk, Since 3 February 1960 he has been an Operations Officer at the Station.
- 2. Eseman is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual; interested and cooperative; and gives promise of being a sound intelligence officer.
- 3. The above recommendation has been submitted previously under the dates of 12 August 1959. 5 January 1960 and 30 June 1960. An efficiency report from the Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.
- 4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade CB-10.

R w King A

Western Hemiaphere Division

SEÁTÉT

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Siri

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered wassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

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30 June 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT

Recommendation for Promotion to Grade GS -10 Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Traines. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragus and Costs Rica Deak. Since 3 February 1960 he has been an Operations Officer at the Station.

- 2. Keenem is equipped intellectually and emotionally to de fine work, and his potential for a good career is high. He is alert and constientions. He takes on new tasks reactly and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and inaginative. He gets on well with his co-workers and is highly motivated. Keenen always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a cound intelligence officer.
- 3. The above recommendation has been submitted previously under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenun's performance continued to be of a high caliber. Although Subject's personnel file coulding no evaluation yet of his work at the the Headquarters Section Chief, who visited the Station in April 1960 observed that Subject was doing excellent work.

it is recommended that Mr. Keenan be promoted to grade GS-10.

. C. KINO

Western Hexisphere Division

5 January 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT:

Recommendation for Promotion to Grade GS-10 Mr. Thomas J. Essnan

- 1. Thomas J. Keenan entered on duty with CLA on 20 May 1957 us a Junior Officer Trainee. He was assigned to MH Division for a one year tour effective 6 January 1958 1 was changed to staff employee on 25 January 1959. He has rec. ly been assigned as Operations Officer on the Bicaragua and Costa Rica Desk.
- 2. Keenan is equipped intellectually and smotionally to do fine work, and his potential for a good career is high. He is alert and conscientious: He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
- 3. The above recommendation was previously submitted under date of 12 August 1959. Since that date Mr. Keenan's performance has continued to be of a high caliber. He is now undersoing additional training for his assignment to the Station in February 1960.

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12 August 1959

MCMCRARDUM FOR: Secretary, CS/CS Panel (Section C)
SUBJECT: Recommendation for Promotion - Thomas J. EREMAN

- 1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at G8-7. He was assigned to MH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Miceregua and Costa Rice Deak.
- 2. Essenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthuskastic and imaginative. He gots on well with his co-workers and is highly motivated keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
- 3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.

AC/MHD

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Dosk Reporting: WH/EXICO

JOT's Specific Duties Nows Presently in training

G3 Level of the tork to thich He is Assigned: Prior to present training assignment his work assignments on the Paxican desk yathed from a GS-3 to a GS-7 level GS Level of His Performance: GS-7 For How Long: Approximately two months

The Quality of the Lark He Performs During his short period on the Mexican desk Mr. Keenan's performance was excellent. Attituces:

- (a) Toward His for ; Excellent
- (b) Toward his Associates (Does He Gut Along Well with People?) Excellent, he gets along extremely weel with his associates.
- (c) Toward the Agency (Carcer): Excellent

Supervisory Ability (17 demonstrated): NA

What do You estimate His Growth Potential To Bo? On what he demonstrated in a short period of time in Keenan should rapidly develope into a valuable employee with a high potential. reassigned to WH/Vexico for opproximately one year of desk training.

Lould You Concur in a Recommendation That He Be Promoted?

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To Cordera 4 June 1958 REQUEST FOR PERSONNEL ACTION 1. Serial No. 2. Name (L'ast-First-Middle) J. Die CA Eath 4. Vet Pref. 6. CS . EOD KEENAN, Thomas J. 8. CSC Rates 9. CSC Or Other Legal Authority SCO LCD 13. 7 PREVIOUS ASSIGNMENT 14. Organizational Designations Code 15. Location Of Official Station DOS/OTA Harion Code Junior Officer Traines Corps Washington, D.C. 16. Dept. Field 17. Position Title Defia: 18. Position No. 19. Serv. 20. Occup. Seried JOT U 718.15 GS: 0090.01 22. Selary Or Rote 23. 50 24. Dave Of Grade | 25. P.14 Dave 26. Appropriation Nu 1 L660 er. 8-7507-20 ACTION. 27. Nature Of Action Code 28. EH. Date 29. Type Cd Employee Code 30: Separation Date Do Ye PROMOTIONS 641515 PRESENT ASSIGNMENT 11: Organisational Designations Code 32. Location Of Official Station Station Code DDS/OTR Junior Officer Trainee Corps Washington, D.C. 13. Dops.: Field 34. Position Title 35. Position No. 36. Serv. 37. Oceup. Series JOT-30. Crade & Step 39. Salary Or Rate 40: 50 U 748.16 CS 0090.01 41. Dore Of Gode | 42 PSI La 43. Appropriation Number s 51410 Mo SOURCE OF REQUEST 8-7507-20 A. Requested By (Name And Title) Willet L. Eccles C. Request Acresed Built C/JOTP 3. For Additional Information Call (Name & Tolephone Earl) Henry L. Berthold x4331 CLEARANCES Clearance Signature A. Career Board Octo Clearance Signature B. Pos. Control D. Placement Dete C. Classification F. Approved By offile action was considered and approved by the Offices on 3 June 1958.

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25 May 1958

HARRATIVE STATES OF THE PROPOSITION OF TROPAS J. RESIGN

- After stierding 19C and IT, in unich he will excellent grades, Keenan was placed on an interim basis with the for four works. He then entered 133 Training, where he again and dexcellent work. No then was placed for three months with the CT/ICD he he he evinced interest in CE work before he was assigned for on-the-deak training with MI/3. On 3 March he entered OC and will return to MI/3 woon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-deak, Keenan has been commanded: "alert with definite potential for CE work a thorough and inchartious on the Maxican deak performance was smellent gets along extremally well with associates attitude toward Agency excellent should rapidly develop into a valuable caployee with high potential a very pleasant yours man, interested and cooperative gives promise of being a cound intelligence officer."
- 2. There is one other JUT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JUT; otherwise there is little difference in their production:
- 3. On the CI Staff subject's performance one equal to that of other JOT's under the superviser. During him time on the Cost with Mi/3, Keenin's reference was at a level comparable to that of one other JOT of higher grace.
- 4. Reenen case to the JOTP with a good college record and excellent experience as officer-in-charge of wirty officers and enlisted men in a Mary commissations center. Mis rank was Lt(12). No has a fair working knowledge of Spanish. To date he has shown high motivation, religits. Fillity, and an intelligent approach to his job.
- 5. Keepen has had no opportunity to demonstrate supervisory
 - 6. Wil concurs in this promotion.
 - 7. It is recommended that Keenan be promoted from GS-7 to GS-9.

1 C/M/1

14 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Traince THEMAS J. KENHAN

- 1. As agreed by Mr. Brady of your Pivision and Mr. Offers of the JOT Progress, JOT Thomas J. Keenan is attached to km// for a one-year tour effective 6 January 1958, Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.
- 2. The purpose of this co-the-job tour is to train Keenen in Headmarters procedures and the dation of a Headmarters case officer, the ultimate objective being to propere his for an overseas assignment.
- 3. It is understood that after a 507 has been attached to the deek for six months as a truinge, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph ?.
- i. Keenan has attended ICC and ITC. It is understood that be will attend the Operations Course beginning 3 Narch. The JUTP will consider supporting any additional training mecasiary for Keenan's enticipated analgment.
- 5. Please send to the C/JOTP as quickly as convenient an outline of the activities the Jof will pursue as suggested by the appended sample. It is unierateed that the program for the JCT is flexible and may be eltered from time to time to meet your operating needs, after consultation with the Jor Program.

FOR THE DIRECTOR OF TRAINING

Attachments: 3

WILLET L. ECCLES

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12-43329

2 May 1957

Mr. Thomas J. Keenan

Dear Mr. Keenan:

This will confirm your entrance-on-duty date of 20 May 1957 with this Agency at Grade GS-7, salary \$4525.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a final security interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

Please report to the Receptionist at Curie Hall at 8:15 a.m. and ask for on 20 May 1957. Curie Hall is located at the intersection of 23rd Street, Independence Avenue, and Ohio Drive, S. W., with entrance on Ohio Drive.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

The gross salary quoted will be subject to deductions for Federal income tax and 63 percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Valver of Life insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours.

G. M. Stewart
Director of Personnel

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8 April 1957

	Dear Mr. Keenan:	
	with this Agency has been rev	m you that your application for employment lewed with interest by appropriate officials been initiated for a position at Grade GS-7,
	cluding character and referen	s dependent upon a number of factors in- ce investigations, and other processing that this processing is being accomplished
	of address, employment, mark cannot accept the position, ple questions concerning your app	changes in your present status such as change tal status, etc. If it should develop that you ase let us know immediately. If you have any lication, please do not hesitate to get in touch indence or inquiries should be directed to the
	Covernment leave and retirem	are entitled to the regular United States ent benefits. Our salaries conform to the for United States Government agencies.
	Thank you for your coope	eration and patience during this waiting
		Very truly yours;
		G. M. Stewart Director of Personnel
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4 Warch 1957

This will confirm your recent telephone convention with a member of my staff. We have scheduled the necessary interviews an employment medical examination, which will include nation of physical health and emotional stability, for Wednesday and Thursday, 13 and 14 March. We askicall Mr. Henry Berthold on Executive 3-6115, extens on the morning of 13 March to arrange an interview of afternion. Please report to our Medical Office which on Central Building, 2430 E Street, N. W., at 8:30 a.m. March. This is not an offer of employment, but your tratation aspenses from the Government. You will also paid a per diem allowance in lieu of subsistence during time you are in travel status. First-class travel is an ized. If you so choose, travel is authorized by private owned automobile, the total cost not to exceed the cost travel by common carrier. If you travel by air or rail is requested that you retain the ticket stubs to support reimbursement voucher. You will not be reimbursed expenses incurred for several weeks after your visit. Thank you for your interest and cooperation. Very truly yours, G. M. Stewart Director of Personnel	
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Mr. Thomas J

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4 February 1957

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feel free to get i patience and ass	tume, if you should have any questions, a touch with us by mail. We ask your ure you of our desire to make the review.
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	Very truly yours;
	G. M. Stewart Director of Fersonnel
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CONFIDENTIAL PEPORT OF INTERVIEW 13. 20 Jan 1957 PRENIOUS APPLICATION Madison, Wis. (D). TYPE OR PRINT IN CAPE Marquette Univ. Placement LAST MANE KELVAN PERMANENT ADDRESS. THOMAS MESHEDS ADDRESS TELLPHONE TEMPORARY ADDRESS. ELEPHONE .. CITITEMBHIP Mv.0. South (seetly comes) V.S. CITIZENSHIP ACQUISED ST. IF MATURALIZED INDICATE DATE Moren Derrieriteites Z ****** (CE | \$1000(10) 18: JOALIGE: PELATIVED. INCENSING SIJE; (#26: 20-9) E Piroccio 14: 40: 07 GEPERD. (Bastoding vito) 0 to Epication (Schools, digrees, drive, milioco, theolo elefo, grade everage or eleco elenging, garrecerricular collection electric Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History) Active in intermural sports. Part-time employment. 17. Majon (uployment History (Replayers, positions, duffer, salaries, resease for feering) Summer jobs cited in PHS. Affiliation with them began May 1953. Accepted for Navy ecs. AD commenced July 1953. Correlationed Nov 1953. 2 months at HQ Eastern Soa Frontier. Dec 1953; assigned to radar facility, radio station, Ecover Tail Point, Jamestown, R. J. Daty as comed watch officer, come officer, comed and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(jg) 20 Jan 1955. Just received parmagent rank as Lt(jg). USNR, inactive: Separated New 1956.

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COMPLACHAL

1500 Surley Ju 13
James 3, 1957

Dear Sira

I have been recently released from active duty with the U.S. Navy, and am interested in obtaining information as to my qualifications for a career position with CIA. Although I do not hold a Master's Degree, I feel that my experience and interest make your consideration of my qualifications worthwhile. Any arrangements you may care to make regarding a personal interview will be acceptable to me.

Sincerely,

Thomas J. Keenan

TJK:nk

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Ago: 26

Married: no children | Height: 5'11" Weight: 175

Job Interest

Career position with the Central Intelligence Agoney.

Education

Public High School. Graduate of Marquette University, Class of 1953 with B. S. Degree in Liberal Arts. Majors in English and History. Grade transcript furnished upon request.

Military status

Veteran. U. S. Navy 3 years, 4 months. Graduate of Officer Candidate School. Duty generally in Communication and administration billets. Background Investigation completed 31 August 1954 by DIO Third Naval District. Last billet held was that of Officer in Charge, U. S. Naval Radio Station, Beavertail Point, Rhode Island. Released from active duty, November, 1956, as Lieutenant Junior Grade.

Hobbies and Interests

Sports: tennis and golf; reading, and informal discussions.

References

Furnished upon request.

Interview

At your convenience.

CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

Applicant Information Sheet No. 1

To all persons applying for employment with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

General Considerations:

- 1. The Nutional Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the
 - a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;
 - b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;
- c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government....
- d. "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished
- e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

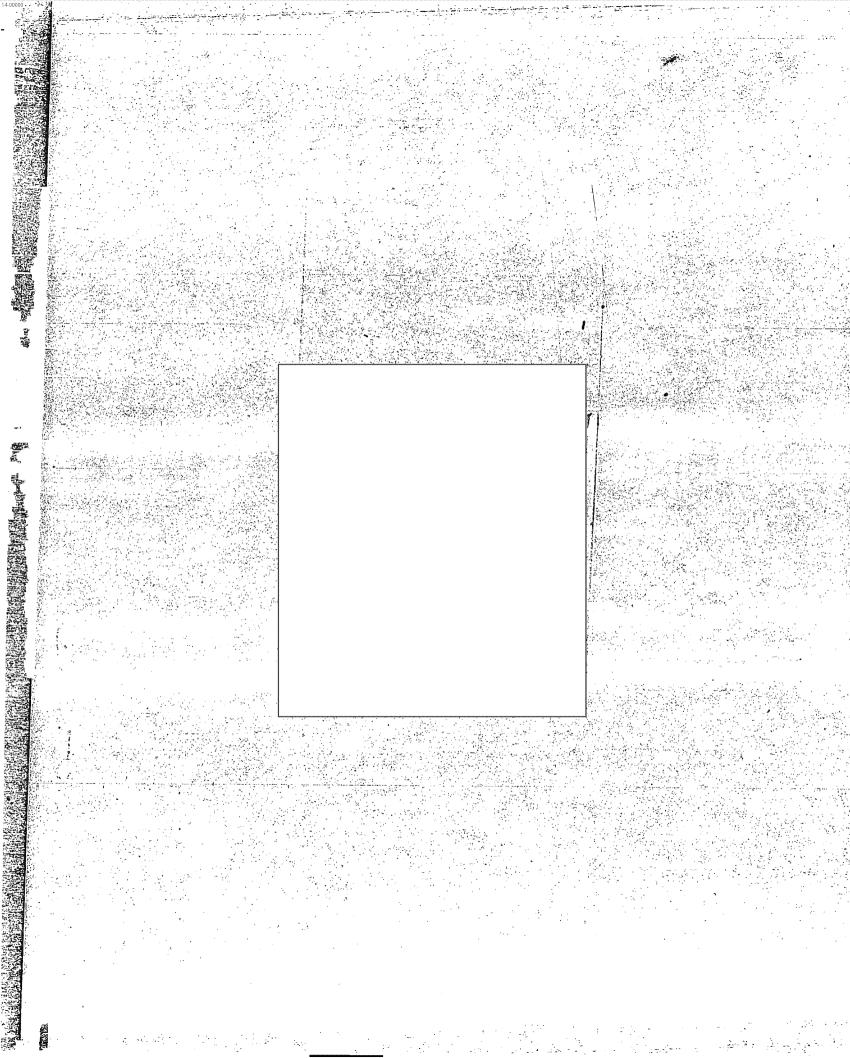
The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant,

- 2. Investigation of an applicant may reveal something which prevents his clearance perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.
- 3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk taken with the knowledge that a very substantial percentage of applicants

Statement of Understanding and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.



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EFFECTIVE DATE OF PAY ACJUSTMENT: 12 OCTOBER 1975

KEENAN THOMAS J

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EFFECTIVE DATE OF DESIGNATIONS OF MAY 1974.

REENAN THUMAS J

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EFFECTIVE CATE OF PAY ACJUSTMENT: 13 CCTUBER 1974

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KEENAN THOPAS J

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NAME

KEENAN THOMAS J

SERIAL DEGN. FUNDS GROSTEP

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PAY ACJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11324 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962*

EFFECTIVE DATE OF PAY ADJUSTMENTS 28 DECEMBER 1989

NAME

SERIAL ORGN. FUNDS GRASTEP

NEW SALARY

KEENAN THOPES J

026090 51 700 CF GS 13 3

\$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE AS AMENGED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962" THE CIA ACT OF 1949, EFFECTIVE DATE OF PAY ADJUSTMENT! 13 JULY 1969

NAME

KEEKAN THOMAS J

SERIAL DRGN. FUNDS GR-STEP

026090 51 700 CF GS 13 3

NEW SALARY

\$16,866

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PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
PUNGUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CLA ACT OF 1949,
AS AMENDED, AND A-DOL DIRECTIVE DATED & COTOLER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

NAME

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED, BY THE ACTING, DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

			Barrier Carrell	·					r Tr	
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GS- 2	3.680	3.805	3,930	4 05 5	40,040	\$3,900	\$4,075	\$4,190	\$4,305	\$4.420
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	- p. m w.w g	4,630	4,780	4,930	5,080	5.230				5,830
QS- 5		5,165	5,330	5,495	5,660	5,825	5,990			
GS- 6	5,505	5,690	5,875	6.060	6,245		6,615	6,800		6,485
3S- 7	6,050	6.250	6,450	6,650	6.850	7,050	7,250			7.170
JS- 8	6.630	6.850	7,070		7.510					7,850
3S- 9	7,220	7,465	7.710	7,955		7,730				8,610
3S-10	7.900	8.170			8,200	8,445	8,690		9,180	9.425
iš-ii	8.650		8,440	8,710	8,980	9,250	9,520	9,790	10,060	10.330
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCT MEMORANDUM DATED 1 AUGUST 1996, SALARY IS ADJUSTED AS FOLLOWS,

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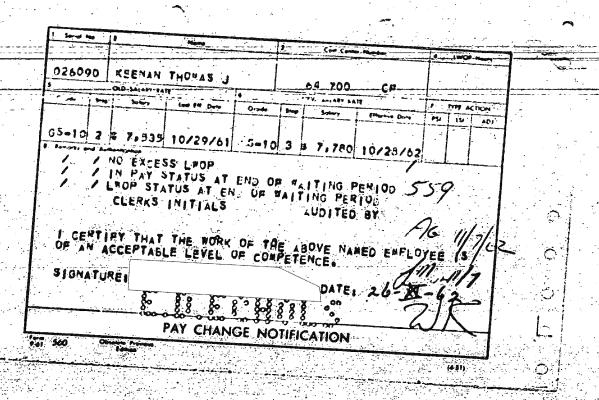
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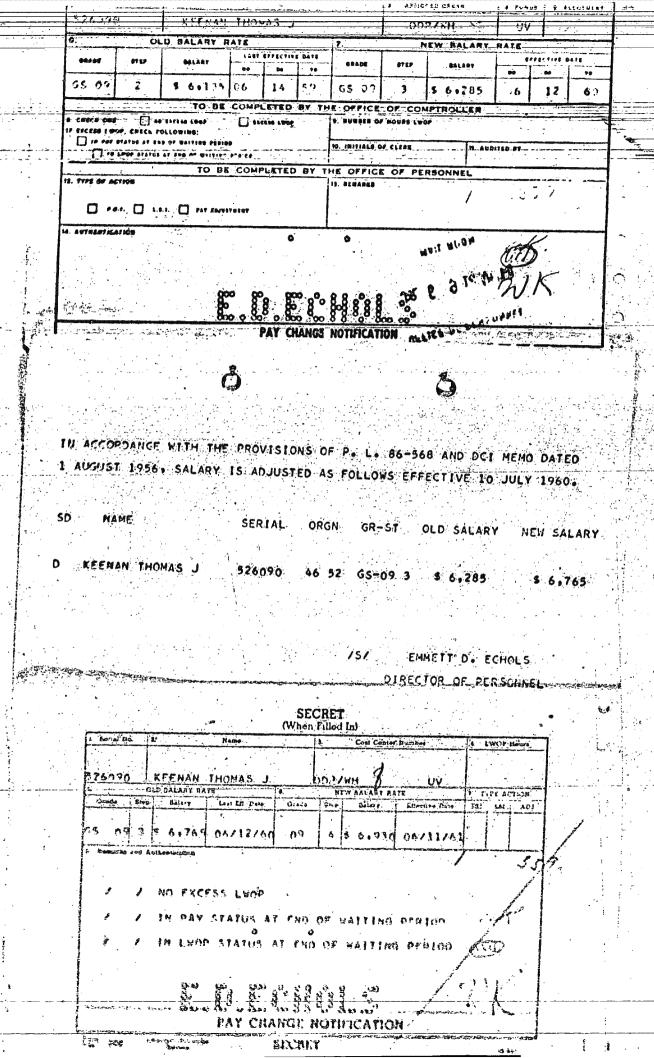
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Latin America Division

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17 Jan 1978.

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4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period.

Mr. Keenan continued as Chief of the

the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.

During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs.

3. Mr. Keenan was assigned primary responsibility for close review and staff-action relating/

	In addition	he served as
the staff referent		
Division		throughout the
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had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

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- 5. Mr. Keenan has an agile and retentive mind. He is quick at distinguishing the wheat from the chaff. He does his homework and I have never known him to go off half cocked. In making operational judgments, his initiative is tempered by a healthy dose of prudence. Mr. Keenan's writing is first rate; his prose is lean, often elegant, and always precise. I have admired his talents as a briefer. His presentations are balanced and detailed, often spiced with his engaging humor.
- 6. Mr. Keenan's tenure with the Ops Staff was a very intensive period. He normally worked an eleven-hour day and Saturdays as well. I take some pride in the fact that there never developed an antagonist relationship between the operating branches and the Ops Staff. Mr. Keenan deserves much of the credit for this. While often taking issue with branch positions and written work, he was unfailingly courteous, good humored, and helpful. His counsel was often sought on difficult problems.
- 7. A significant and time-consuming aspect of the Ops Staff's work concerned screening operational traffic for compliance with E.O. 11905 and ensuring that U.S. person strictures were scrupulously observed. I found Mr. Keenan's general knowledge in these areas unmatched among the non-lawyers of the Agency.
- 8. Mr. Keenan shared with me the responsibility for supervising the work of operations officers and one secretary. He is an excellent supervisor who manages (despite the belief of some that it is not possible) to be both exigent and pleasant. He cares about people, and as noted in the previous Fitness Report, takes special interest in developing younger officers.
- 9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time consuming não task force concerned with a

He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

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GONER ZARA

COMPLETED.

10. The Operations Staff was disbanded in early November as part of the Latin America Division reorganization. In recognition of his splendid performance on the Ops Staff, Mr. Keenan was made Chief of a combined Coordination/Plans the coordination functions of the Ops Staff but not the line functions.

11. This is a splendid officer, certainly one of the most promising GS-15's in the Division. He clearly earned an Outstanding rating for the period under review.

Deputy Chief, LA Southern Region

Thomas J Keenan

Date

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COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDO. CI Staff on this important and seemingly never enumy problem area. This involved a lot of extra hours work and had to be handled meticulously. He performed these responsibilities impeccably.

CAMPAGE CALL

During the past year he made many contributions to the smooth functioning of the division. Not least among them was the fact that having fully familiarized himself with US laws, Executive Orders, regulations, notices; etc., which have increasingly affected our operations programs, he ensured that our operational business was always in meticulous compliance with the spirit as well as the letter of these seemingly myriad "don'ts." Similarly, we had to produce staff papers in a hurry, often synthesizing a great deal of detail or alternatively presenting a great deal of detail. Mr. Keenan saw that the job was accomplished on time and with good style.

Although he was the junior member of the Operations Staff, on occasion he served as the Acting Chief. He handled the COPS function with his usual dedication and good judgment.

As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities and broaden his experience. He is one of our best GS-15 officers and has additional growth potential in the Clandestine Service. He is a good operations officer as well as a good staff officer and is qualified to manage one of our Latin America Division

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SECTION D

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SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

SECTION E	CERTIFICATION AND COM	AENIS
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31 March 1977	Deputy Chief, Latin America Division	George V. Lauder
	2. BY EMPLOYEE	ng apamatan an a
I HAVE OR HAVE NOT THE SUP STATEMENT CONCERNING THE SUP EVALUATION OF MY PERFORMANCE	ERVISOR'S 1/ PAL (2)	Copies of Expression
	3. BY REVIEWING OFFICE	AL CONTRACTOR OF THE STATE OF T
This is an e	cceptionally well-written	and informative report

This is an exceptionally well-written and informative report on Mr. Keenan: I agree with all that is said about him. He is indeed one of our better GS-15 officers - alort, conscientious, well-balanced, articulate. He also has excellent judgement and good command presence. He has a good future in the Agency.

Chief, Latin America
Division

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CONTRIBETOR

Branch Chief's attention, the other Stations, particularly which has an active operational program, and

required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I was pleased by the rapidity with which Mr. Keenan got on top of his responsibilities and by the intelligence, thoughtfulness, energy and professional skills he displayed in carrying them out.

Mr. Keenan is an intense, thorough, common sense, sound officer who while quick witted, thinks problems through, sees the holes and takes steps to fill them. He does his home work and doesn't go off half cocked; yet he gets the job done quickly. He tends toward the conservative side in making judgments. While he has a pleasant way with people, he has firm convictions, and he is articulate, very forthright but not offensive in expressing what is on his mind. A strong supervisor, he is on top of the activities of his unit, demands results; isn't afraid to be firm with his subordinates but is thoughtful and concerned about their welfare. He cares a lot about people and is interested in developing younger officers assigned to him. Because of these qualities, he was selected to be the Division's EEO officer when we needed a new one a few months ago. He has performed this role in his usual thoughtful and efficient fashion. He writes quickly and well. No one is more conscientious than he. He really cares about his job and tries to produce the best possible product. All in all, he was one of our best Branch Chiefs and deserves a solid "Strong" for his efforts.

In February 1977, one of the Deputy Chiefs of Operations
jobs in the Division came open. Because of his demonstrated
all around ability, personal qualifications and potential, he
was selected from among the Branch Chiefs in the Division to fill
that position. The job will broaden him and equip him for even
more responsible posts in the field as either a Station Chief
or for more senior positions at Headquarters. He is clearly
one of our promising GS-15 officers.

Deputy Chief Latin America Division

Thomas J. Keenan

Date)

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	SECTION C PERFORMANCE EVALUATION	
	U-Unscitafactory Performance is unacceptable. A roting in this sategory requires minestants and positive remedial action. The nature of the action	
	could range from counteling, to further training, to placing an probation, to remaignment or to separation. Describe action to proposed in Section D.	
The state of the s	M-Marginal Performance is deficient to come expects. The reasons for essigning this cating should be stated in Section D and remedied action taken or recommended should be described.	•
The state of the s	P-Proficient Performance in resistactory Desired /essets are being produced to the manager expected.	Marian San San San
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MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan 1 January - 31 December 1975

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During the last six months of I	nis tour, the Station had three thing	<u>s</u>
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IIr. Keenan's relations lo problems of any kind were noted. bad due to the high incidence of cris	during this period were good The operational environment continue	d.
!!r. Keenan is an able, experience. He is measured in his operational applies a man of good judgment, has an agreement, he can be counted on to do a counted on the counte	peable personality and inentene conf	He
In the last six months of his to would rate his overall performance as	ur as Chief of Station	
	Raymora A. Harren	co _p
	Desity Chief Latin Averica Division E2 Lipuet	

Subject: Thomas J. Keenan, Hemorandum in Lieu of Fitness Report

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan had departed Station

charge of Latin America Division in May 1975. Therefore, I am not able to comment on his performance as Chief of Station during the first five months of 1975. I would like to note, however, that Hr. Keenan served under me when I was Chief of Station from 1965-1968 and I am acquainted with his personality and operational proficiency. On this basis, while I did not observe his performance as Chief of Station first hand. I generally concur with the Rating Officer's comments and overall performance evaluation of "Strong."

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing personality. He gets along well with his peers and subordinates and is respected by them. I have selected him to be Chief

which is one indicator of the confidence I have in his ability. This will be an excellent test of Mr. Keenan's administrative and managerial ability since this branch is one of our largest in Latin America livision.

Richard S. Sampton
Chief
Latin America Division

I certify that I have seen all entries in this report.

Thomas J. Keenan

1.(...192) Date -\

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CLASSIFICATION FITNESS REPORT SECTION A GENERAL INFORMATION I. EMPLOYEE NUMBER 2. NAME (Lost, first, midelle S. DATE OF BIRTH A. SEX D. GRADE 6. 90 026090 Keenan, Thomas J. GS-15 M 7. OFFICIAL POSITION TITLE. 6. OFF DIVIBE OF ASSIGNMENTS. CURRENT STATION to. CODE /ch an Chief of Station DDO/LA HQB. OF 11. TYPE OF APPOINTMENT OTHER (Spec.) RESERVE TEMPORARY REASSIGN. MENT BPECIAL 1 July 1974 - 31 December 1974 31 January 1975 QUALIFICATIONS UPDATE IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD THE BOX TO THE RIGHT, IF NO CHANGES ARE REQUIRED, PLACE THE WORD THOSE BOX AT RIGHT. SECTION C PERFORMANCE EVALUATION Performance is unocceptable. A rating in this category requires immediate and positive rencould range from counseling, to further training, by placing on probation, to reassignment c U- Unional actory M-Morginal -Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S-Strong Performance is characterized by exceptional proficiency. O-Ovtstandi Performance is so exceptional in relation to requirements of the work and in comparison in the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES d up to six of the most important specific duties performed during the rating period. Insert rating letter, which best describes the manner in which employees erforms EACM specific dury. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on ele obliny to supervise (indicate number of employees supervised). SPECIFIC DUTY NO. 1 See Attached MEMORANDUM IN LIEU OF FITNESS REPORT SPECIFIC DUTY NO. 1 RATING SPECIFIC DUTY NO. 8 GPECIFIC DUTY NO. 4 RATING LETTER SPECIFIC DUTY NO. 8 RATING SPECIFIC DUTY NO. 6 BATING OVERALL PERFORMANCE IN CURRENT POSITION Take into account averything about the employee which influences his affectiveness in his certeal justifies and productively, conduct on jud, exceptrativaness, pertinent personal traits or habits, and particular limitations or of employee's cuestal performance design the rating period, place the letter in the rating bas corresponding raticly rations has level of justimizance. PATING 5

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13 January 1975

MEMORANDUM IN LIEU OF FITNESS RE	PORT	
SUBJECT: Thomas J. Keenan l July 1974 - 31 Decem	ber 1974	
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Mr. Keenan will attend the Army Ho I rate his overall performance as	ir College to continue	his career development.
a race his overall performance as	1/10/2	March 1888
	Raywond A. h Deputy Chi	
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Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report COMMENTS BY REVIEWING OFFICIAL:

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m his upcoming war c			

I certify that I have seen all entries in all sections of this report.

/s/Thomas J. Keenan 11JKT-1902, 24 Jan 75 24 January 1975
Thomas J. Keenan Date

Copy sent to subject via HJKS-1120, 15 Jan 1975

CLASSIFICATION

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SECTION C	ALACO ATIVE		
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trappedient made for improvement	otheresed demonstrated in current position beagin of work performance. Give recommendations for a ratings given in Section 8 to provide beat bo	of fraining. Comment on the	ir relationship to overall performance. State
monoperiol or separations duties	of work performance. Give recommendations? In ratings given to Section 8 to provide best boind cost conclounces in the use of Serica hield. I Section C; attach a separate sheet of poper.	sis for determining future p spare, equipment and fund	eroonnel action. Manner of performance of L. must be commented on, it applicable. If
This report is oc	castoned by Subject's sorth	denartura	
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crack at that lavel	et completed his first two	rears as a DCOS	and this was his first
course it is based or	of responsibility. So his ri	se of late has	been rapid, although of
a number of tours ove	THEAS OF OF to bie comical	everoped and po	lished in the course of
Leacan environment co	(P. 1930)	Inese n	ave all been spent in the new world. This will be
a healthy change for	him and is managerially sou	nd as well for	the Station to this Will be
tive good dense and	ubject has shown a high ord	er of operation	al soundness, administra-
vithout heafterion ho	a conscientiousness about h	is work that per	mitted COS to delegate
activity	for him to some and	ates or even w	ole sections of Station
who thinks things thre		t to supervise.	Subject is a prudent man
CI-minded (an indisper	sible attribute in this	to the Ditta Am	and them acts
IPTOTOTEY. His fudoment	while to early a	wn on the conse	
were here.	s within his understanding	of what the COS	would want done if he
As a supervisor S.	blook has the state		
dealing with younger c	bject has the right combina ase officers who want to be	tion of patienc	and firmness when
	To be	OII and running	B. He encourages their
SECTION D	CERTIFICATION AND	OMMENTS	/CONTINUED/
1.	BY EMPLOYEE	strong out the contraction	
DATE Not Dated	IFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS	REPORT
o/a 10 Sep 1973	/s/ Thomas J. Keenan		
2. A MENCETTON & TOP TO	BY SUPERVISOR		2.25
MONTHS EMPLOYEE HAS DEEN UNDER MY SUPENYISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE GIVE EX	PI ANATION
OATE Not Dated		i La la viga di Maria	
La La Sala de Cara de La Cara de	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINT	ED NAME AND SIGNATURE
o/a 10 Sep 1973			
3.	Chief of Station BY REVIEWING OFFICE	/s/ Richa	rd S. Welch
COMMENTS OF REVIEWING OFFICIA	Little and the second of the s	-	
There is little more t	hat can be added to this el		
ional characteristics a	and abilities and his fine p	oquent report,	
ctive, busy station, ha	we led to his present assig	nment as MS	unusually
lincer has stated that	Mr. Keenan's rise of late h	as been ranid a	The rating
esnite the fact he has	achieved he has worked ver	y hard for and o	Crtainly earned and
nima in manage and the has	a youthful face and a somew resent grade and position as	hat boyish manne	r, he is not all that
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SECTION C continued....

aggressiveness but at the same time enlightens them on the virtue of looking over their shoulder at who may be after them as well as on the advantages of doing their homework first. Usually the upshot has proved him right.

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to

Subject, as noted before, has a cherry exterior that covers a deeply serious person within. His easy and forthwight manner has earned him friends in the community and in the larger society as well. All respect his judgment, his seriousness about his work and the issues of our time, and his eminently decent family life. All of these qualities should go far to make his upcoming tour as a COS a success. We wish him well and expect in future to hear only good about him and his work.

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	SENERAL	
Keenan, Thomas J.	2. DATE OF BIRTH 3: SEX 4. GRADE 8. 9D	
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Deputy Chief of Station	DDP/NII	"
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CAREER-PACTINGUAL (See Instructions - Section C)	X ANNUAL ARABIGIMAR	
DATE REPORT DUE NO P.	12 REPORTING PERIOD (From- to-)	
31 December 1972		
CTION B PERFORMAN	19 May 1972 - 31 October 1	972
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or proposed in Section C.	ory requires immediate and positive remedial action. The nature placing on probation, to reassignment or to separation. Describ	e oction takes
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ner in which employee performs EACH specific duty. Consides supervisory responsibilities MUST be raised on their ability to the consideration of the conside	or ONLY effectiveness in performance of that duty.	uescribes m VII employed
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Acting Chief of Station		S
IFIC DUTY NO. 3		
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nto account avarything about the amployee which influences	E IN CURRENT POSITION Kis effectiveness in his current position such as per-	HATING LETTER
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SECTION C	NARRATIVE COMMENTS
indicate significant strength, averall performance. Store accomplished to be significant strength and the second of the second o	or wednesses demonstrated in current position beeping in proper perspective their relationship a provides made for improvement of work performance. Give recommendations for training. Commende to its current position. Amplify or explain retings given in Section 8 to provide beet it sometic excises. Majors of performance of monocquied or circumstrates and card constituences, twingment and funds, must be commented on it applicable. It sites apact its needed to complete ficer has been DCOS. for nearly a year now, his his level of responsibility. And for nearly two months cting COS during an interregnum which was made easier that the time because of Subject's already acknowledged ational judgment: has many laudable qualities. He was an established, essional with solid operational background. He has now the is also good at management, at keeping things moving time for the little details that so often make the has a has thy respect for the and weighs his operational decisions carefull their capabilities. In his present DCOS (and ACOS), he also shows exciten the political judgment, knowing the what is probably asking for trouble. A prudent before he leaps—or asks officers to
inis officer	also has an amiable personality, warm and forthcoming le he deals with - and deals with the more effectively
es a resurt, Ini	S amiablility (and the obvious decency and autat
THICKLIA OF FUG	man) does not for a minute, however, get in the way of ng quickly to the bottom of whatever subject or
brontem may be be	Tore nim. He is especially effective working with
Junior officers a SECTION D	nd subordinates, explaining the background /CONTINUED/
	CERTIFICATION AND COMMENTS
	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.
ATE AND A STATE OF THE STATE OF	SIGNATURE OF EMPLOYEE
20 October 1972	/s/ Thomas J. Keenan
ONTHS EMPLOYEE HAS REEN	BY SUPERVISOR
MDER MY SUPERVISION	
20 October 1972	
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I fully report. The	BY REVIEWING OFFICIAL AL concur in the comments and ratings given in the basic re is little to add to what has been said above or bout this officer.

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Section C continued.....

of his decisions or analysis of the problem succinctly and tactfully.

Subject deserves the highest marks for his handling of several of the Station's problem cases.

where a light but firm touch is needed, this officer cannot have many equals.

Subject is, as would be expected, held in high regard by his LNFALL colleagues and also He is also (if the above does not say it) held in very high regard by the rater, who finds his advice on operational and political issues sound and finds him a person to whom any problem can be delegated in full confidence it will be handled fast and well. It is a pleasure to work with him.

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SECTION C	MARRATIVE COMMENTS	
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July 10 Jan /	o statement in the last Fitness Report on S 2) is still largely valid. This individual	ham in all
n and populy chie	aself as a keen, mature operations officer, of Station. Upon my departure (18 May)	9721 ha will
A nave every re	or approximately six weeks until the new CO eason to believe that during this period hi	a nettona
and decisions	vill reflect credit on the Station and the enjoys the complete confidence and suppor	organization
	lel and is well-prepared to successfully me	et the
It has been a officer.	special pleasure knowing and serving with	such an
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		garan ing Panton dan Salah Panton dan Salah dan
ger Company (general)		, Service of the serv
SECTION D	CERTIFICATION AND COMMENTS	
	BY EMPLOYEE	
DATE	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C.OF THIS REPORT	
16 May 1972	/s/ Thomas J. Keenan	
CMTM FURNISHED	BY SUPERVISOR	
ONTHE EMPLOYEE HAS BEEN INDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATIO)A
ATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME	NO SIGNATURE
16 May 1972	cos	
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OFFICE	bove represents the COS end-of-tour rating of Mr	
and following	ng fairly close on the heels of the previous fitness	roport.
it adds littl	c to the previous narrative.	
	the COS	
area, Mr.	Keenan's normal function is to serve as de facto ch	ief of
Verations i	and office manager. With the COS' departure in Meserving as Acting Chief of Station. He maintained	ay, Mr.
tempo of Sta	ition operations and activity under what have been	ine for
some time a	rather Table	i V
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13 November 1972	Deputy Chief, WH Division James E. Flanne	LI TONATURE
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FITNESS REPORT, Reviewing Official's Comments - continued:

As probably is apparent from past fitness reports and other indicators. Mr. Keenan is considered one of the Division's officers who thus far has shown the drive and ability to move ahead of most of his age/class peers. His potential remains to be established.

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Continuation of Section C of Fitness Report on NIARCOS

I have no doubt this officer has additional growth potential. He has unusual drive and motivation; he shows imagination with good judgment. He combines this with a broad background of experience in FI, CI and operational support work and excellent tradecraft. He should guard against a tendency to be over-cautious, but is intelligent, ambitious, perceptive, and has all the attributes necessary to do a good job in his next assignment as DCOS at a station. This will give him an opportunity to show adaptability in a major supervisory position.

This officer has high personal standards. One of his strongest characteristics is his decisiveness and ability to organize his time, recognizing priorities and accomplishing his work quickly. He never misses a deadline. His work is thorough but cuts through verbiage to the essentials. He accepts responsibility well and once an assignment is made can be depended upon to take care of it without further follow-up by the supervisor. He is mature in his attitude toward JKLANCE and both he

In sum, this employee is a proven case officer who is about to take on managerial responsibility; he has every qualification to do equally well in this field.

Continuation of Section D., Item 3. (Comments by Reviewing Official)

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, A sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

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Reviewed by OP/SPD/PPH

SECTION C	MAKK	ATIVE COMMENTS	
indicate significant stre- overall performance. Sig- on lareign language com- basis for determining fur in the use of personnel, Section C, attach a sepa contribution to ness report co	gine or weathnesses demonstrated a suggestions made for improvemence, if required for current posses pace, engineer of moderation. Manner of pace, engineers and funds, must one sheet of paper. This of the Station. The	in current position keeping in proper per ent of work performance. Give recommenta- ition. Amplify or explain ratings given in relarmance of manageriol bi intervisory of the commented on a applicable of expo- licer continues to make on arrative comments of this employee who, des op field, has maintaine	wise and cost consciousness work is preded to complete an outstanding the provious fil
Of spec1	is reporting is ex	ceptional, always timel icer's progress in ente	y and complete. rtaining and (continued)
SECTION D	CERTIFIC	ATION AND COMMENTS	
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J. →	FITNESS RÉPORT				**	1609 0	IAL NUMBER
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	s Officer		P/WH]	- LVER	<u> </u>	
	E OF APPOINTMENT		ECK (A) TYPE	OF REPORT	•		
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CAREEP-PA	Ovibionia's (Bee Instructions - Section C)	X	ANNUAL			MOISEA	MENT EMPLOY
OPECIAL (8s			SPECIAL (Spec		2.4		
I. DATE REPORT	DUB IN O.P.	74. 48	PORTING PER	1 1968		Manak	1060
ECTION B	PERFORM	NCE EVA	CATALON CONTRACTOR OF THE PARTY	1 1000		MALCI	1 1000
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SECTION C	NARRATIVE COMMENTS
Indicate significant strengths overall performance. State sug on foreign language competent	or weaknesses demonstrated in customs and in the
basis for determining future point the use of personnel, space, Section C, attach a separate sh	sonnel action. Manner of perfermence of manner of a special or spe
It is a pl	easure to write a Fitness Report on this officer.
Always a strong	performer, Subject has continued to mature and im-
the Stationic	e reporting period. Early in the year he took over
I them extremet.	nick to the same of the second second purpose months in heart than the
I July ha agained	The contraction of the contracti
Drogram and had	dona an arrangement of the station is new REDTOD
activities here	and armidition in the second Reprop
tinuing to direct	isly understaffed section. At the same time he is con-
and still	agent,
new	ound time to develop another particularly important
tasks reflect t	he grattenia These
18 giving an ove	rall outstanding performance.
handle them quite	kty and 4 1 1 task and
well. During th	e year he has made and mixes
his contacts thr	oughout oxedient progress in expanding
developing those	that can be oruse to the Station.
ECTION D	CERTIFICATION AND COMMENTS Cont'd
	BY EMPLOYEE
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4 Feb. 1969	ON EMPLOAGE
	/s/ Thomas J. Koenan
ONTHS EMPLOYEE HAS BEEN	IP THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
	TO THE PARTIES OF THE
ATE	
	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	na non
	BY REVIEWING OFFICIAL / Wallace A. Mille
MILENTS OF REVIEWING OFFICIAL	
ato the category of	rs with above appraisal. Subject definitely falls
Ommon operations 1. 4.	otation material. He has un-
priorities, handle	of people well and combines the unusual traits of
ing well liked yet	firm. Devoted to his job he works long hours with-
t diminishing his c	officiency, Although respectful to his superiors he
decisive. An exce	man no mas no bad nables
ct's ability and no	4 in the next cycle in the belief that men of sub-
years old next Jun	8 and it is essential that
	TO THE THE OFFICIAL STREET OF THE STREET
	Chief of Station
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Continuation of Fitness Report - Section C.....

Subject accepts new responsibilities readily; he shows initiative and has imagination; he displays reasonable cost-consciousness, and reacts well to supervision. Above all, Subject is energetic, recognizes priorities, and gets things done.

Continuation of Fitness Report - Comments by Reviewing Official

he is progressing with our other outstanding officers in the same age group.

FITNESS REPORT	Ent	O26090
SECTION A	ENERAL	VEOUDE
1. mame (Last) (First) (Middle)	2. DATE OF BIRTH 8. SEX 4. CR	ACE B. SD
Keenan, Thomas J.	19 12 1 1	-13 D
6. OPPICIAL POSITION TITLE	7. OPP DIVIER OF ASSIGNMENT A CH	***************************************
Ops Officer	DDP/WH	
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Z CAREER PESERVE TEMPORARY	INITIAL X	REASSIGNMENT SUPERVISO
CAMEER-PROVISIONAL (See instructions - Section C)	ANNUAL	REASSIGNMENT EMPLOYED
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II. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)	
31 May 1968	1 January - 20 May	1968
SECTION B PERFORMAN	CE EVALUATION	
Performance ranges from wholly inadequate to positive remedial action. The nature of the a probation, to reasilgment or to separation. A - Adequate Performance meets all requirements. It is an excellence. Performance is more than satisfactory. Desired S - Sarang Performance is characterized by exceptional of the relation to respect to the relation to response to the relation to response to the relation to response to the relation to respect to the relation to response to the relation to response to the relation to response to the relation to relation to response to the relation to relation.	ction, could range from counseling, to furt Describe ection raken or proposed in Sec tirely satisfactory and is characterized m ed results are being produced in a profici proficiency.	her training, to placing on then C. olther by deficiency ner ent manner.
others doing similar work as to warrant speci	al recognition.	
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PECIFIC DUTY NO. 4		RATING
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ECIFIC DUTY NO. 6		RATING
		LETTER
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OVERALL PERFORMANCE	E IN CURRENT POSITION	
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SECTION C	NARRATIVE COMMEN	
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SECTION D		
SECTION D	CERTIFICATION AND COMM	ENTS
	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AN	
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14 May 68	/s/ Thomas J. Keer	
2.	BY SUPERVISOR	
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11 months		
DATE	OPPICIAL TITLE OF SUPERVISOR	
		TYPEO OR PRINTED NAME AND SIGNATURE
14 May 68	Deputy Chief of Station	
3.	BY REVIEWING OFFICIAL	the said and the s
COMMENTS OF REVIEWING OFFICIAL		The state of the s
		경우를 하다고 하는 사람들은 모든 것이다.
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DATE,	OPPICIAL TITLE OF REVIEWING OPPICIAL	TYPED OR PRINTED NAME AND SIGNATURE

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Keenan	Thomas J.	(Middle) 8.	DATE OF AIRE	3. 3g g	4 GRADE	8. 80
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Ops 0111	cer		WH.	ASSIGNMENT	P. CUBBENT	STATION :
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DATE REPORT			SPECIAL (Spec	lfy)i,		THE CONTRACTOR
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SECTION C	NARRATIVE COMMEN	15
everalt performance. State su en fereign language competen haste for tereminion fitter n	iggestions mode for improvement of work Perform ce; if required for current position. Amplify of for some or some of ection. Morate of performance of manuals, equipment and funds, must be commented on, the commented on the comm	hesping in proper perapeative their relationship to ancie. Give recommendations for training. Comment is the real graph of the rest of the
This amilore	has been at this station since .	June 1977 and has been assigned
eha following oners	tional duties: he has started f	rom scratch the orwanization
of a second,	consisting	g of and
The state of the s	he is si	ving guidance and direction to
one WOLADY contract	agent who, in turn, handles Sta	tion's WOLIME programs in the
press	he also gives guidance and	d additional on-the-job training
	nationality who is	g used in recruitment approaches,
the		and in a support
and with common sense extensive experience the new has given in the being carried out with considering the facture.	and investigative team organize WOLIME field, where a reorganize ander his supervision and guidance that this is his first experien has carried out a number of ler the close supervision of this echnique and a good sense of coun is an extremely hard worker. Wil	nimum of supervision. His bad has helped greatly in getting and has helped greatly in getting at the direction at the was called for and is a part of the wolld field. The of recruitment pitches (including a compleyee, who demonstrated a niter intelligence procedures.
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Annex to Pitness Report

Section C. continued

This amployee has a cheerful disposition and gets along well with his colleagues. His willingness to help out others certainly contributes to the smooth functioning and pleasant atmosphere at the Station. The only criticism, and a minor one indeed is that this amployee with the many positive assets he has could be more forceful in the rield of developing new assets of operational interest to the Station.

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		FITN	ESS REPORT		•	12	EMPLOYE	26090	
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	Keenan,	Thomas	J.			M	GS-12	1	
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NARRATIVE COMMENTS

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Section C. streeth a septicion in the streeth of th

In dealing with Branch personnel, who often are senior to him in grade, age and experience, subject conducted himself with great tact and discretion, yet with sufficient firmness to achieve the desired results. In reviewing the FI projects of the Division he has demonstrate ed that he has a good sense for values, an appreciation of counterintelligence and security factors and a proper degree of cost conscious ness.

Subject did an excellent job at the staff level and has kept well on top of a very heavy paper flow. He is well-disciplined in his personal and working habits without losing his sense of humor, inquisitiveness and enthusiasm. All in all, a very fine fellow to have next to you.

SECTION D	CERTIFICATION AND COMM	ENTS
	BYEMPLOYEE	
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		Mr. Wier Idlan
31 January 1967	C/WH/PI	Thomas Polgar
3.	BY REVIEWING OFFICIAL	
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KEENAN, Thomas J.			М	GS-12 D	
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others doing similar work as to warrant specia	i recogn	tion.	and IN CON	perison to the perfor	mance of
SPECI up to six of the most important specific duties performed duties in which employee performs EACH specific duty. Consider		NES		-	
mer in which employee performs EACH specific duty. Consider the specific duty. Consider the specific duty. Consider the supervisory responsibilities MUST be raied on their oblits, its consideration of the specific duty. Assists C/WH/FI in providing and guidance to FI/CI activities in CIPIC DUTY NO. 2	or do	* A	-4-00	ployers supervised).	
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On basis of continuing reviews attention to actual or potent; commondations for improvements.	éw of ial d	operatio (fficult)	onal ti es and	affic, makes	BATINO LETTER
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nto account everything about the employee which influences to of specific duties, productivity, sunduct on 100, cooperior limitations or tolonts. Based on your knowledge of employ large transporting to the storesion whi	his effec ativerus	Ivenese in bie	current par	8 car habits ond	S
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SECTION C	NARRATIVE COMMENTS TELESONNE
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basis for detarmining future p	iggestions made for improvement of morb performance. Give recommendations for training. Comment ice. If required for current position. Amplify or explain ranger alpha in Section B to provide best sersonnel action. Manner of performance of managerial or supplying all the described, if
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I three months, t	he following comments reflect also the opinion of the
previous superv	1SOF
Mr. Kee	nan is an exceptionally strong officer. Following a
I successiul tour	In Mexico, he was assigned to the WH bluteton cancer.
I a capacity which	n required not only intelligence and a knowledge as
operational pro-	cedures, but also a good measure of tact and perception
Wr Voonen aden	Branch personnel senior to him in rank and experience:
complete satisf:	ted himself to the requirements of this assignment to our
Subtect	is industrious, fast in his work, and enthusiastic.
Despite the inev	itable demands of a large, young family, he his not
permitted his do	mestic responsibilities to interfere with his official
duties. His por	formance on temporary duty in
merits special r	ecognition.
The natu	ire of a Headquarters staff assignment procludes specta
outar acnievemen	IS. The excitement and glamor which make field agains !
menta cuarrenkin	K and rewarding are absent here. Instead there is a
routine and some	Times almost overwholming flow of namer which had to
De massaged and	managed, duil as it may ha Many a voung officerta
motivation did n	Of measure up to this test Those officers who would
AU W MOON OF W D	tall as cliculively and cheeringly as they do in the
needed for conta	es who are likely to possess and develop the qualities
siderable growth	r positions. Mr. Keenan is in this category. He has co potential. TFICATION AND COMMENTS
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16 Dec 65	C/WH/PI Thomas Polgar
	BY REVIEWING OFFICIAL
OMMENTS OF REVIEWING OFFIC	IAL
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ma work and	prospects. I concur in full with this report,
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16 December 1965	WH/Executive Officer for/ Donald C. Marelius for/
	DC/BHD
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	ary 1965		PORTING PER			1	
CTION B	PERFORMANI	CE EVA	November	<u>'-31 De</u>	cembe	r 1964	
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SECTION C

MARRATIVE COMMENTS

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Mr. Keenan has been only a month on the job hum basypitched in so vigorously that he has made a more definite impression than would ordinarily be given one in a month's time. The work here and the cases he has been dealing with are unfamiliar to him but I have found him very quick to absorb a briefing, able to ask the right and most searching questions, and fast at absorbing the key elements of a case

and defining the "problem" from reading of a case file.

He is in the process of learning his present job but he is learning quickly and I have developed a feeling of confidence in passing things to him to "look at" or to do. I have not seen enough of his writing to make a judgment of his analytical ability or of the

clarity with which he can put ideas forward.

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas nost. I feel he shows the qualities and interest

to work against our hard and serious targets: the Soviet and their collaborators of the bloc, and I suggest his future be pointed in that direction. He can learn a great deal about work against these targets in his current position.

SECTION D	CERTIFICATION AND CON	MENTS
11.	BY EMPLOYEE	
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31 December 1964	Thomas J. Keenan	
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		John Horton
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A Company of the State of the S	SAICIOP LILFS CO BEATE SIER CALICIAL	CYPEC ALL OFFICE AND ADDRESS OF THE PARTY OF
15 January 1965	Deputy Chief, WHD	
;	A CONTRACTOR OF THE PARTY OF TH	iAi .

SECRET FITNESS REPORT ECTION A GENERAL (Middle) 2. DA 12 Keenan Thomas J M GS-10 OFF/DIV/HR OF Ops_Officer P. CHECK (A) TYPE OF APPOINTMENT MESERVE TEMPORARY INITIAL READSIGNMENT SUPERVISOR CAREEN PROVISIONAL (See Instructions AMMUAL REASSIGNMENT EMPLOYEE SPECIAL (Specify)1. SPECIAL ISPACIONS I. DATE REPORT DUE IN O.P. EPORTING PERICO (From to-) 1 Oct. 1961 to 30 September 1962 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from courseling, to further training, to placing an probation, to reassignment or to separation. Describe action taken or proposed in Section C. W - Hack Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor A - Adequete · Profisions Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional profictioney. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory, responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of agents, including sentor (CS-13) career agent. S SPECIPIC DUTY NO. 8 Supervisory responsibility for a technical and investigating operation RATING targeted primarily against the local Soviet official delegation. (Super-SPECIFIC DUTY NO Of S agents.) Responsibility for sensitive double agent operation targeted against the Soviets. P SPECIFIC GUTY NO. 4 Responsibility for an operation involving a singleton agent operating as a third national. This operation includes responsibility S specific out no. 6 with the agent during those periods he is not Alternate (to COS) Case Officer for a LAURICEE project of continuing RATING importance; also alternate Case Officer (to DCOS) for two important P SECURIC BUTY NO. 4 Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned. P OVERALL PERFORMANCE IN CURRENT POSITION Take into account everything about the employee which influences his affectivaness in his current position such as per-Take into account everything about the employee which intluences his affectiveness in his current position such as performance of specific duties, productivity, conduct on job, ecoperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the latter in the rating box corresponding to the statement which most accurately reflects his level of performance. S

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OSSCLETE PREVIOUS POSTIONS.

SECTION C

NARRATIVE COMMENTS

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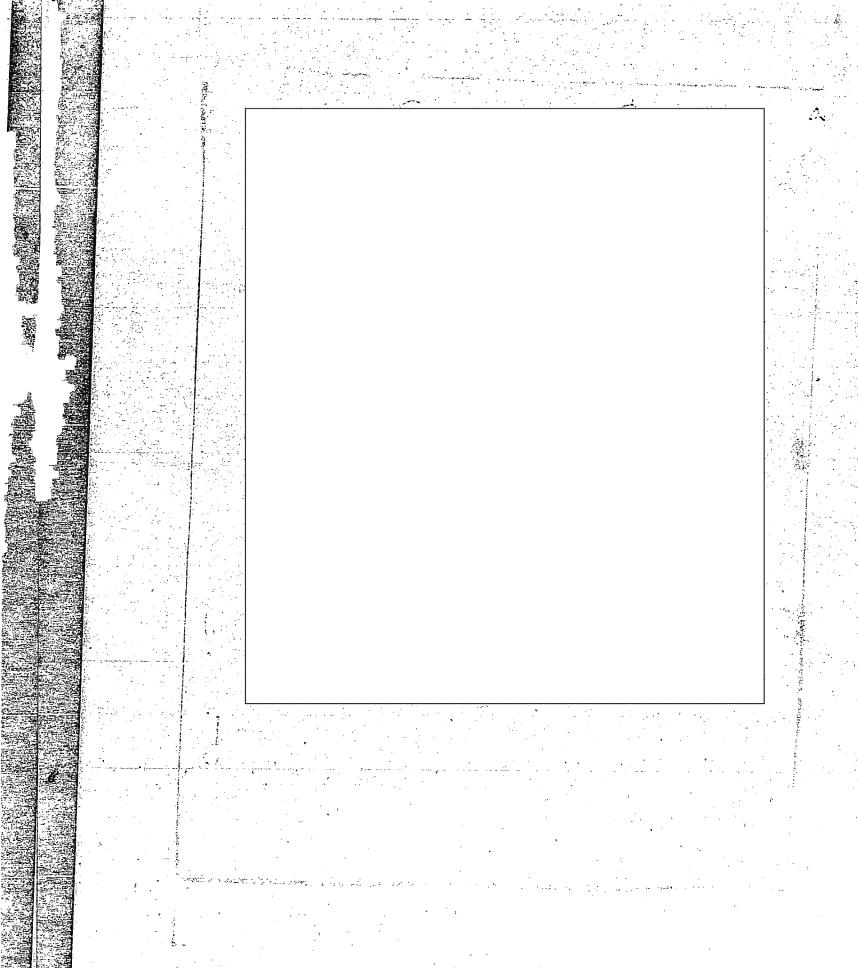
Subject's duties and responsibilities as an Operations Officer are characterized by managerial and supervisory responsibility for several important operations. Although subject's grade (GS-10) is considerably below that of all other Station Operations Officers, it is noted that his duties, responsibilities and authority are comparable to those possessed by officers with two to four grades higher rank.

Subject is a mature, competent, conscientious and thoroughly dependable officer who always performs his assignments in an excellent manner and willingly assumes responsibilities which are usually associated with officers of higher rank.

Subject does not have any significant weaknesses. His command of the Spanish language is entirely adequate for most operational needs and is continually improving.

Based on subject's personal qualifications, his past performance and his very weighty and important operational responsibilities, it is strongly and urgently recommended that subject be promoted to at least GS-11 and that serious consideration he give to a double promoted to at least GS-11 and that

SECTION	/ D	CERTIFICATION AND COMM	ENTS CONTOUR TO CR - 1 X
1.		BY EMPLOYEE	
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1	5 Nov 62	Chief of Station	/S/ Winston M. Scott
3.		BY REVIEWING OPFICIAL	1737 hanscon M. Scott
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ATE	3	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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Subject is ra	Led very highly in Section	B of dis Fitness Report and this has
been done because	Subject has parned these	s of this fitness Report and this has tings in his own right and in compariso
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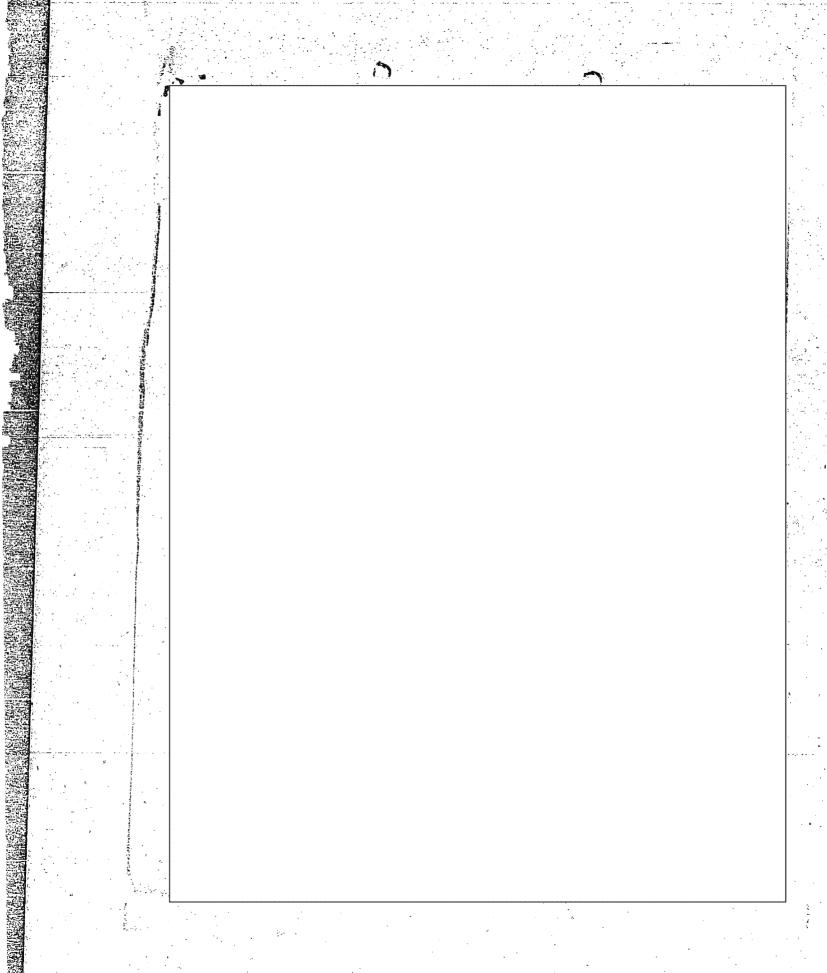
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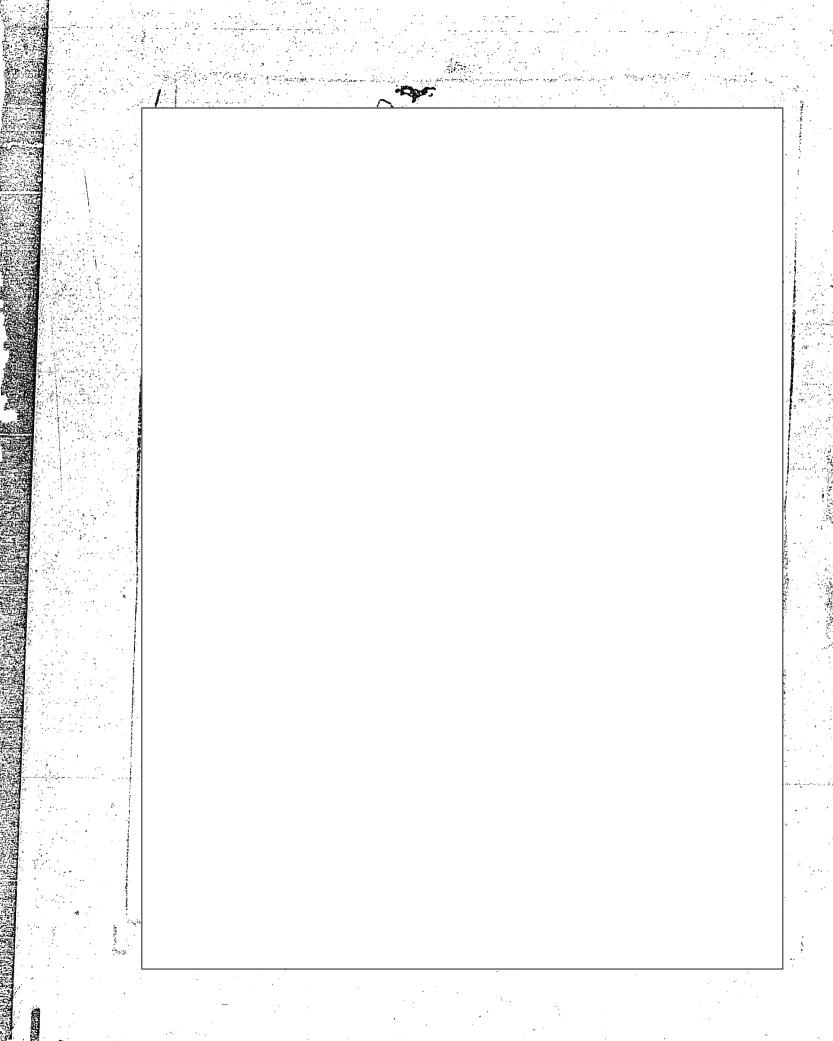
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Office Memorandum · United States Government

TO | Director of Personnel

DATE: 3 MAR 1989

FROM : Director of Training

subject: Summary of JOT Career of Thomas J. Keenan

1. Statement of Transfer

Junior Officer Trainee Thomas J. Keenan has been reassigned from the T/O of the JOT Program to the T/O of WH Division effective 25 January 1959. Following is a summary of the accomplishments of Mr. Keenan while he was a Junior Officer Trainee.

2. Besis for Selection by JOTP

Reenan came to the Agency on the JOT Program at OS-7 on 20 May 1957. He received his B.A. in History from Marquette in 1953. He spent four years in the Navy as a Lieutenant. He was a Commo officer, having supervision of thirty men. His high motivation - he turned down an 18 month training program with IBM - coupled with his fine personal attributes, made him appear to be a good JOT candidate.

J. Formal Training

After EOD Keenan attended IOC from 27 May to 21 June 1957, receiving two Excallent evaluations. From 21 to 28 June he was on interim assignment in FBID. He attended ITC from 1 to 28 July where he earned three Excellent grades. From 28 July to 23 August he was assigned on an interim basis to ME From 26 August to 27 September he was registered in a special TSS course. He gained good ratings. After an interim assignment to the CI Staff for one month Keenan was attached for on-the-desk training to NH/1 on 8 January 1958. In March he entered the Operations Course, where he continued until 7 June. In this course he received four high satisfactory and two medium satisfactory grades.

4. On-the-Desk Training

Cn-the-desk training for Keenan in WM/1 was largely as assistant to the desk CS and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

5. Evaluation of the Subject's Training

Keenan's evaluations in formal training have been uniformly commendatory. The ITC instructors found that "although he was a bit slow in adjusting to the requirements of the course, during the last two weeks he showed definite progress...his final briefing was excellent...pleasant young man, interested and cooperative...gives promise of being a sound intelligence officer". In the CC his work was good - "performance was highly satisfactory...in face-to-face practical exercises he was effective...acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods".

On the desk he proved to be "intelligent, alert, conscientious...enthusiastic and imaginative...gets on well with his co-workers and takes a healthy point of view toward his assignments. His motivation is high."

6. JOTP Opinion of the subject.

Keenan has always made a good impression. He has worked diligently, has made for the smooth operation of the Program, and has received commendation from his supervisors on the desk. It will be very surprising if Keenan does not prove to be a solid, effective officer who will make good progress in the Clandestine Services.

Matthew Baird

59-1-11-3680

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TRAINING REPORT

OFFICE OF TRAINING

PUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. 1	Keenan (0260	(v) has
completed the two day Equal Employment	Opportunity	(EEO) Seminar
for Supervisors held 28 - 29 March 19	977	. At the
conclusion of this two-day session, each	h participan	t will be
able to describe the following:		

- a) The EEO Program and reasons for its existence;
- b) A supervisor's responsibility in implementing the program;
- c) The procedures for processing EEO complaints;
- d) The Agency's past record and the Agency's Affirmative Action Plans; and
- e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TPAINING:

Course Administrator

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Remarks

Please add my thanks to Mr. Keenan for a job well done.



DEPARTMENT OF THE ARMY US ARMY WAR COLLEGE CARLIBLE SHRACKS, PENNSYLVANIA 17013

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Office of the Commandant

a.s. July 15

Mr. George Bush Director Central Intelligence Agency Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenen, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air. Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military atrategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given

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Office of the Commandant Mr. George Bush

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to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal nexotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steadying approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he nudited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderic with his military colleagues

Office of the Commandant Mr. George Bush

from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

Sincerely,

DeWITT C. SMITH, JR Major General, USA

Commandant



DEPARTMENT OF THE ARMY US ARMY WAR COLLEGE CARLISLE BARRACKS, PENNSYLVANIA 19015

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Office of the Commandant

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Office of the Commandant Mr. George Bush

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DeWITT C. SMITH, JR . Major General, USA

Commandant

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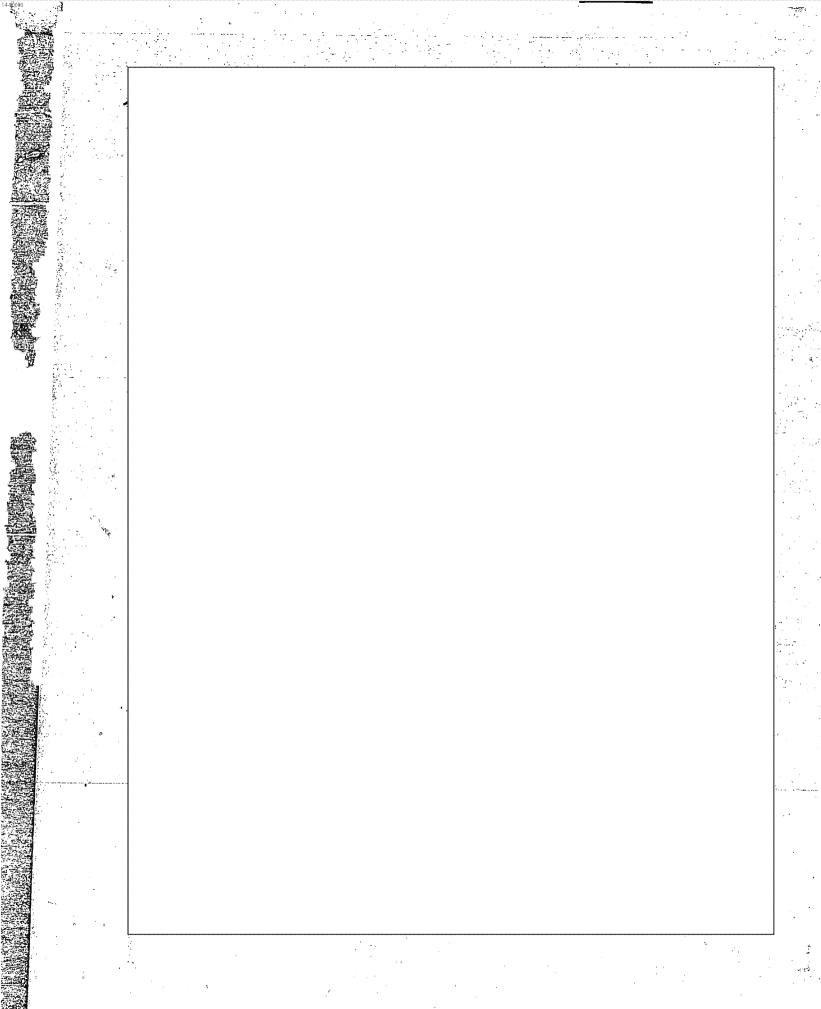
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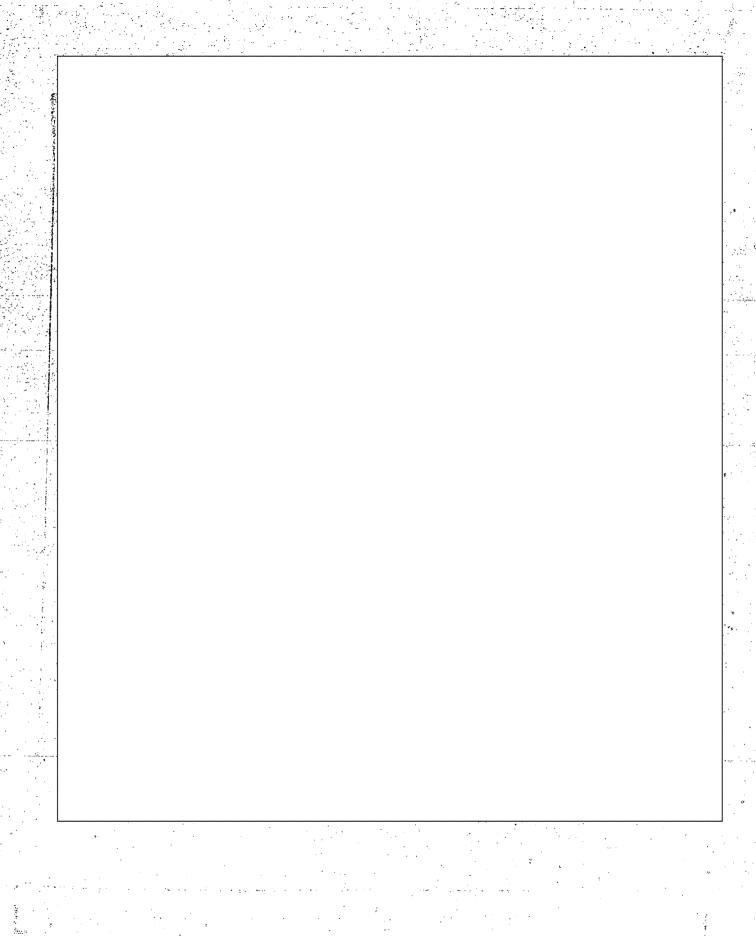
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SERVICE	ABROAD AGREEMENT
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SECRET (" PILLED IN) Sty (...) FULL ADDRESS FULL HODRESS Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner Voting registration 10/3/43 APPROVED DEPUTY DIRECTOR BATE IV. HONE LEAVE POINT AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE! YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30813) (C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE S. DESIGNATION PER ITEM 7 ADOVE 10. DESIGNATION PER ITEM & ABOVE. FULL ADDRESS FULL ADDRESS VISconsin CONCUR RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT DEPUTY DIRECTOR CATE FATHER AND MOTHER APPROVED APPROVED DIRECTOR OF PERSONNEL DATE EMPLOYEE CERTIFICATION I have read and understand my service obligations and travel entitlements as described in this agreement. SIGNATURE OF EMPERYEE DATE Janes

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DO BOT COMPLETE FOR HEADQUARTERS USE COLY Thomas J. Keenan 1 Feb 1973 Richard S. Welch 1 Feb 197 Pare arctived at Headquarters: O SPATE NUMBER: DATE ARCTIVED BY CAPLES SERVICE: HPLT-6460 TO BE COMPLETED BY DAPLOYEE L Date of alarm 17 Service 1. Yourn Current Position, Title 4. Station on Base 2. Chief ton Current Cover Cov			FIELD RE	ASSIGNMENT	QUESTIONNAIRE	- NiV
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TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

COURSE OBJECTIVES, CONTENT AND METHODS

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each pariticpant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

6 JUL 1971

C.O. N.F.I.D.E.N.T.I.A.L

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15.	Y	OLUNTARY ENTRIES
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(When Filled In) Complete in original. The data recorded on this form is mesential in determining travel expenses allowable in connection with leave at government expenses, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee energency. This form will be filled in the employee's official personnel folder. HAME OF EMPLOYER (LOOU) KEENAU 12/2729 + RESIDENCE DATA OY AGENCY LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed ن، ور THENT BEST HOME LEAVE BEAUTENCE Wisconsin MARITAL STATUT TONER ON BINGLE SEPARATED. DIVONCED AMMULLED IP MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE RHODE ISLAND 1956 IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUDE, REASON(S) FOR TERMINATION, AND DATE(S) MEMBERS OF FAMILY MAME OF SPOUSE ADDRESS (No., Sireet, City, Zone, State) TELEPHONE NO. 532-1738 NAMES OF CHILOREN ADDRESS DEX DATE OF BIRTH SAME SAME SAME SAME SAME TELEPHONE NO. WA 1-4483 TELEPHONE NO. WA 1-4483 THAT MEMBER'S) OF YOUR PAMILY IF ANY, HAS BEEN TOLD OF YOUR APPILIATION WITH THE ORGANIZATION IF CONTACT IS RE-FATKER MOTHER PERSON TO BE NOTIFIED IN CASE OF EMERGENCY HAME (SS., MIA., MESSA) RELATIONSHIP (Last First Middle) HOME ADDRESS ING. STIGHT, CITY STATE TIE CODE HOME TELEPHONE NUMOER 532-1738 COTEN, IN APPLICABLE BUSINESS TELEPHONE & EXTENSION NONE IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY APPILIATION! (II "No" give name and address of organiza-tion so believes you work last VEB is this implying Authorited to bare decisions on your behalf in the event tou are incapables in the remaining in the common and address of parish, if dry, lifts common such desiring in case of emergency.) DOES THIS INDIVIDUAL ANDE THAT HE MAS DEEN DESIGNATED AS YOUR EMERGENCY ADDRESSES! (Il mamer to "No" The persons named in item 3 above may also be matified in case of amergency. IF SUCH NOTIFICATION IS NOT DESIRABLE DE-CAUSE OF HEALTH ON OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM. CONTINUED ON BEVERSE SIDE

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CURRENT RESIDENCE AND DEPENDENCY REPORT CONFIDENTIAL

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(also attach personal cover questionnaire in accordance with CSI.F 240.8) THAIRING STAINTS. TO A TO A STAIR THE YOU SHOULD HAVE OUD UME THE BEST SEVERAL FRANCE Clandestine Services Review, Short report writing review course

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is laying the ground	work for operation	ons that will require an
additional tour to br	ing to full fruit	tion. His wish to acquire
greater supervisory re	eponsibilities i	is not only entirely reasonable
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June 1969 by a se	scond tour in	2100 101 Home Takve 10
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demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject and circulate greatly.

Sant Land Santo &

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

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FOLLOW THESE GENERAL INSTRUCTIONS

Read the back of the "Duplicate" carefully to Fill in BOTH COPIES of the form. Type or use in Do not detach any part.	pelore you fill in the form; nk.
FILL IN THE IDENTIFYING INFORMATION BELOW	(please print or type):
AME (lest) (first) (middle)	DATE OF BIRTH (month, day, year) SOCIAL SECURITY NUMBER
NEENAN Thomas	COUNTY NUMBER
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)
WANT BOTH optional and regular. Mark here if you DO NOT WANT OPTIONAL but do want regular. Mark here if you WANT NEITHER regular insurance Mark here if you at the time I apply for it I of insurability. I understand tion of additional optional I desire not to be insured at Insurance until at least I year optional insurance until at least I year optional insurance. I apply for insurance until at least I year optional insurance until strance until at least I year optional insurance until strance until strance until at least I year optional insurance until strance until stranc	(IN ADDITION TO REGULAR) INSURANCE paral optional insurance and authorize the required deductions stion; or annuity to pay the full cost of the optional insurance in addition to my regular insurance. IAL (BUT NOT REGULAR) INSURANCE Itional optional insurance. I understand that I cannot elect op- st I year after the effective date of this declination and unless am under age 50 and present satisfactory medical evidence laso that my regular insurance is not affected by this declina- insurance. INCE COVERACE INCL COVERACE INCL COVERACE INCL COVERACE IN L Waive coverage under the Federal Employees Group Life stand that I connot concel this waiver and obtain regular in- after the effective date of this waiver and unless at the time order age 50 and present satisfactory medical-evidence of in-
SIGN AND DATE IF YOU MARKED BOX "A" OR "C". COMPLETE THE "STATISTICAL STUB." THEN RETURN	FOR EMPLOYING OFFICE USE ONLY
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.	(efficial receiving date stemp).
SIGNATURE (do not print)	TERMINE THE PROPERTY.
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ORIGINAL COPY—Retain in Official Personnel Folder	See You's of Effective Dates on becaul Ongrati

(Whon Filled In)

ILPORTINT

Central Processing Eranch has ceen charged with responsibility (OFF. 20-6-1 dated October 1961) for ensuring that all employees processing PC, to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the followin; statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

HERORINDUL OF UNDERSTAUDING

I hereby acknowledge, that I have read and understand the contents of Field Handboo!: 22-4, Employee Conduct, dated 30 July 1962.

CO. TIDE TILL

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ADATHSTATTLE - BITETUAL USE ONLY

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan

THROUGH : Chief, WH Division

THROUGH : Deputy Director for Plans

SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

- 2. The award will be presented to you at a ceremony to be held in the near future. Members of your family Agency associates and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.
- 3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR Recorder Honor and Merit Awards Board

Distribution:

Orig - Addressee

I - C/WH

M- D/Pers Render Chrono/OPF

I - Sec't, HMAB.

1 - Recorder, HMAB

ACHINES HATELY - INTERPAL USE ONLY

REPORT OF HONOR AND MEI	RIT AWARDS BOARD
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Mr. Thomas J. Kee	man is hereby awarded the Certificate of
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MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 2014, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

Signiture

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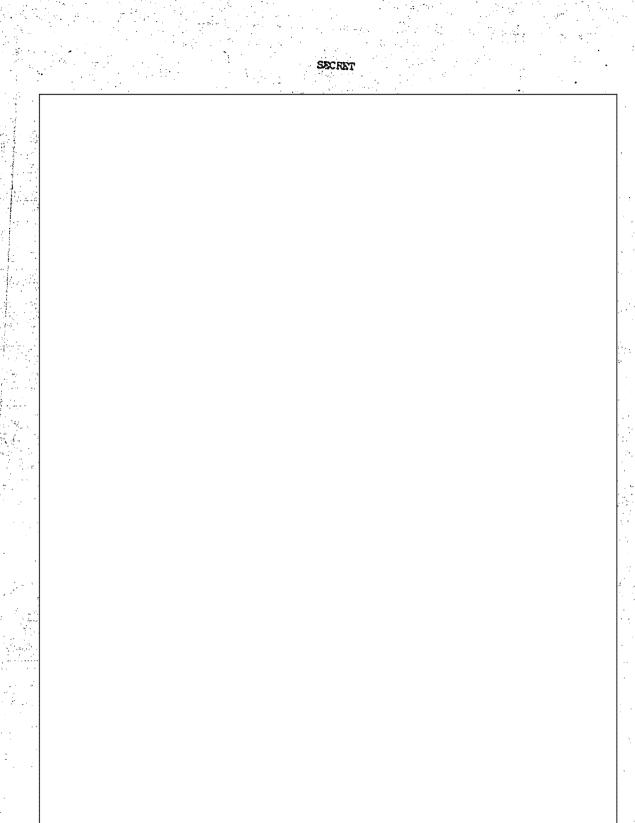
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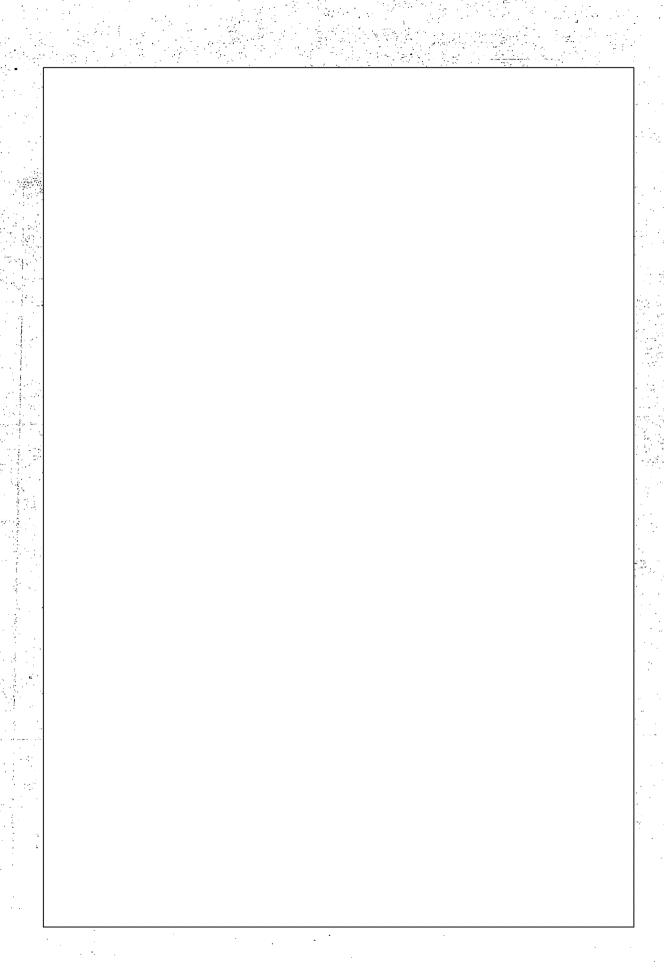
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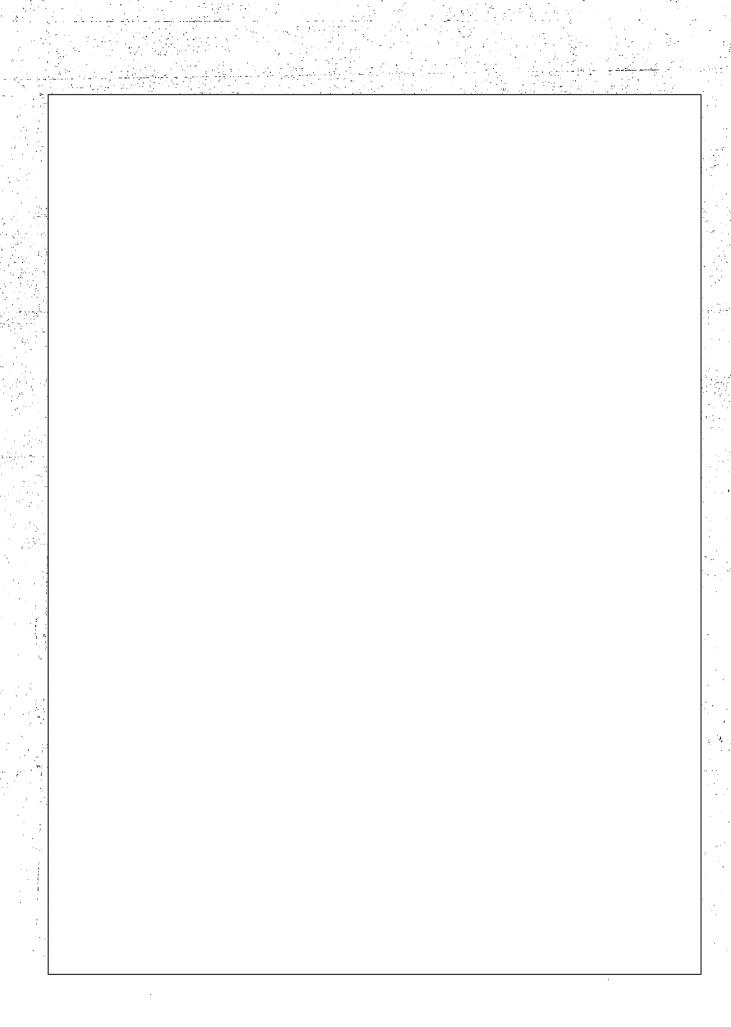
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S.E.C.R.E.T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING DIFORMATION:

Nune: Sex KEE-Vol, Trouxie John M.	Dates of Courses 3 Mar 27 June 58	lio. of Students
Date of Births ECD Dates 20 May 1957	Grade or Hanks	OITION OTR/JOTP
Junior Officer Trainee	n Request for Training	dated 16/10/57

II.	DESCRIPTION	OF	COURSE:	
- 1				

III. PERFORMANCE PECCIO:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of nature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-F-C-R-F-T

		FAIL	POOR	LON: NIID HIGH SAT SAT SAT	EXC	SUP
1	Agent Acquisition and Hanagement					
	Interviewing Cover					
	Clandestine Communications		P 5 2			
5.	Reporting					<i>[7</i>
6.	Project Management					
7.	Claulestine Service Operations FI/CI/PP					

Mr. Keenan's performance in the course was highly satisfactory. Its performance in Claudes ine Communications, Project imagement and Claudes time Corvices Operations were just more of excellent. In face-to-face practical exercises he say affective, and was one of the best students of the class in a ZOUDE agent-recruitment exercise. In simpler, controlled interviewing and debricking assistant he was more effective time in exercises requiring more aubtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Amency operations, revealing a particularly therough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

1

SECRET

S-K-C-ILK-T

TRAINING HEICHT

CI PARTUANIZATION CON SE No. 1

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	ERRIAN, Thomas J. DATES OF COURSE	1
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- I. Course Objectiven: increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an give theory and practice in CI methods.
- 11. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CE material is precented by means of lectures, seminars, directed reading, as follows:

 Emphasis is on pathols. Course content is
 - A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DD/F to the intelligence community, the CI Staff
 - B. Foreign intelligence services: includes brief treatment of liaison
 - C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.
 - D. CI operations: types, beatc principles, examples
 - E. Panel discussion (misstions and numerry)

III. Certification of Course Completion

We keemed the present throughout the course and submitted all parers required for the practical coursings. These chowed commentable effort and a good acquainty for one with little or so estual emperiones. So was an attentive listener and account to gain a good deal from the course.

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TSS/PB/TRAINING DIVISION EVALUATION DARKROOM BASIC PHOTOGRAPHY No. 1 VAME SPETAN, TIRME DIV. JUTP BRUTTS DATES TRAILIED from9/14/57 This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories. document copy, processing and printing. Excellent Superior L Manipulation of camera. a. Leica b. Retina II C c. Recordak II Processing and printing. a. Film loading b. Film processing c. Enlarging d. Reflex and contact printing III. Use of accessory equipment. a. Exposure meler_ b. Fillers. c. Telephoto and wide angle lenses IV. Document copy and small objects. a. Available light Z b. Accessory illumination X c. BOOWU, portra lens, focus slide 3 V. Ground pholography. Z a. Coverage b. Report_

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Mr. Recman was a bit slow in adjusting to the requirements of the course, bat curing the last two weeks he showed definite progress in his grasp of the production problems. His eral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keeman is a very pleasant young man, interested and cooperative, and gives promise of boing a sound intelligence efficer.

SECRET TRAINING EVALUATION -- INTELLIGENCE ORIENTATION 10 SICTION ICENTIEVING INCOMETION NAME OF STUDENT Leeman, Thomas J. 27 May - 21 June 1957 DATE OF BIRTH 06_7 OTR/JORP PROJECTED ASSIGNMENT OR PRESENT POSTTIO Junior Officer Traince CHARACTERISTICS OF THE COMME This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test. OBJECTIVES The objectives of the Introduction to Intelligence prase are: 1. To develop understanding of the wission and organization of CIA and its role in the intelligence community and the national recurity effort. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities. The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background; organization, activities and capabilities of the International Communist Movement and the USP. STUDENT ACHIEVEMENT BATINGS The numbers placed in the columns below show how carry students received each rating. An asterisk(*) shows the rating this student received. SUBJECT INTRODUCTION TO INTELLIGENCE 80 0 37 269 INTRODUCTION TO COMMUNISM 1 23 340 SECTION V COMMENTS INDICATE ANY STRONG AND WEAR POINTS OF THE STUDEST, OR ANYTHING THAT MAY MAKE SUILUENCED HIS PERFORMANCE IN THE es tennents on stocket bitt []. eto FOR THE DIRECTOR OF TRAINING

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SEC. II. WORK EXPERIENCE

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1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

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SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION

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SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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IMPORTANT.—Belore ewearing to these appointment the attached informa	ent affidavits, you should road and understa tion for appointes
	Washington, D.C.
I, THOMAS J. KEENAN	do solemnly swear (or affirm) that
A. OATH OF OFFICE	and any and any and any and any and any
I will support and defend the Constitution of the domestic; that I will bear true faith and allegiance without any mental reservation or purpose of evasion duties of the office on which I am about to enter, S	to the same; that I take this obligation free
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFIL	IATION
I am not a Communist or Fascist. I do not ac organization that advocates the overthrow of the c United States, or which seeks by force or violence Constitution of the United States. I do further a nor will I knowingly become a member of such org ployee of the Federal Government or any agency th	to deny other persons their rights under the wear (or affirm) that I will not so advocate
C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL	GOVERNMENT
I am not participating in any strike against the agency thereof, and I will not so participate while a States or any agency thereof. I do not and will not ment of the United States or any agency thereof will united States or any agency thereof. I do further member of an organization of Government employed Government of the United States or any agency the Government of the United States or any agency thereof ganization.	assert the right to strike against the Govern- hile an employee of the Government of the swear (or affirm) that I am not knowingly a state asserts the right to strike against the roof and I will not will be that asserts the right to strike against the roof and I will not will not
D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE	
I have not, nor has anyone acting in my behalf, sideration for or in expectation or liope of receiving a	given, transferred, promised or paid any con-
E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE	ssistance in securing such appointment.
The answers given in the Declaration of Appoin correct.	tee on the reverse of this form are true and
20 May 1957	L. Ve.
(Late of entrance on duty)	(panatus of appoints)
Subscribed and sworn before me this 20th day of	
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DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

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1. You are advised that the position for which you have been hird is of a sensitive nature and that TOU ARE NOT TO IDENTIFY PURPOSE.

- 2. You are to disregard that portion of the fonday morning Personnel ECD Orientation and the Thursday afternoon Security Intradiction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
- 3. You will be advised by your Placement Officer As to the cover information necessary for proper job destification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see the Security Officer responsible for your activity.

D. M. Decons

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I have read the above and understand that I am not to associate myself with the Central Intelligence Apendy for cruitt reference or

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Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NCA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

- 1. I will not divulge or reveal under any direumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and quastionnaires, and information disclosed by examiners.
- 2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
- 3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
- 4. If inquiry is made by anyone other than a CIA official, I will five information decisever about testing procedures. I will not even mention the fact that I signed this agreement.
- 5. If I am asked what government agencies I am being tested for, I will reveal only that I book the KA tests.
- 6. This agreement is perpetually binding whether or not I am employed by

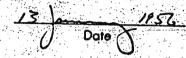
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SECRECY AGREEMENT



- 1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
- 2. Lagree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
- 3. Lagree not to inform anyone that Lam being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
- 4. Lagree not to disclose processing procedures I have observed in the Central Intelligence Agency.
- 5. Lagree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

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Office Memorandum · UNITED STATES GOVERNMENT

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The Medical Office has granted Thomas J. Keenan Full Duty/ Ceneral status. Please confirm the request dated 8 February 1957 to initiate action on Mr. Keenan.

> MBaird MATTHEY BAIRD

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CONFIDENTIAL SECURITY INFORMATION SECURITY APPROVAL

Date: 19 April 1957 10. Chief, Records & Sarvices Mvision
FROM: Chief, Personnel Office
Property Division Your Referen C-7673 OTR Case Number: 131718 SUBJECT: KERNAH, Thomas J This is to advise you of security action in the subject case as indicated Security approval is granted the subject person for access to classified information. Provisional clearance for full duty with CIA is granted under the provisions of Paragraph Dof Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation. The Director of Central Intelligence has granted a provisional clearance for full duty #1th CIA under the provisions of paragraph Hof Regulation Unless the subject person enters on duty within 60 days from the above date, this approved becomes invalid. Subject is to be polygraphed as part of EOD procedures.

CONFIDENTIAL

FORM NO. 38-101

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